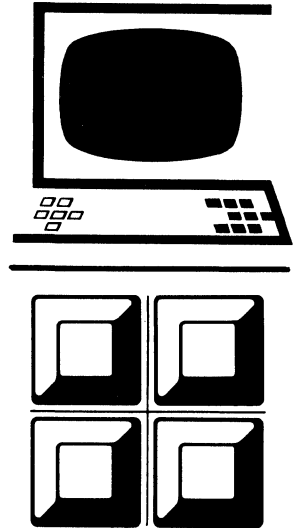


ForeWord Quick Reference Manual

SOFTWARE RELEASE AY07



Preface

The *ForeWord Quick Reference Manual* provides a summary of the features of the ForeWord word processing system. These features are arranged in easy-to-use tables of step-by-step procedures taken from the *ForeWord Operator's Training Manual* (SIV/70-12-18); refer to this manual for details about any procedure. This issue reflects software release AY07.

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How to Use this Document

This document contains all the procedure tables and charts that were used in the ForeWord Self-Study Operator Training program. **This document is not a training manual**; instead, it **is** designed to be used as an on-the-job **reference tool** by operators who have completed the ForeWord Self-Study Operator Training program. (See your supervisor for more information about the self-study materials.)

In order to find a procedure table or chart, you should consult the Table of Contents and then turn to that section of this document.

Getting Started

To Select the ForeWord Word Processing Software:
1. Press the LETTER F key to bring up the FOREWORD IDLE SCREEN on your workstation. (It is not necessary to use the SHIFT key .)

To Open (Create) a New Document (from the FOREWORD IDLE SCREEN):
1. Start from the FOREWORD IDLE SCREEN.
2. Type the name of the new document.
3. Press the OPEN key to open the new document and go to the DOCUMENT DESCRIPTION SCREEN.
4. Move the cursor by pressing the TAB key to type the necessary information into the spaces provided on the DOCUMENT DESCRIPTION SCREEN.
5. When you have completed the DOCUMENT DESCRIPTION SCREEN, press the COMMAND key to go to the first page of the new document.

To Open a Document Using the FOREWORD IDLE SCREEN:
1. Start from the FOREWORD IDLE SCREEN.
2. Type the exact name of the document you want to reopen.
3. Press the OPEN key to go to the first page of the document.

To Open a Document Using the INDEX:
1. Start from the FOREWORD IDLE SCREEN.
2. Press the INDEX key to go to the INDEX.
3. Use the TAB key and the ARROW keys to position the cursor on the name of the document you want to reopen.
4. Press the OPEN key to open the document.

To Open a Password-Protected Document (from the FOREWORD IDLE SCREEN):

- | |
|--|
| 1. Start from the FOREWORD IDLE SCREEN. |
| 2. Type the name of the document you want to open. |
| 3. Press the PASSWORD (PASSW) key to prepare ForeWord to accept the password. |
| 4. Type the six-character password.
The cursor remains stationary as you type the password; no characters appear on the screen. |
| 5. Press the OPEN key to open the document. |

To Open a Password-Protected Document (from the INDEX):
--

- | |
|--|
| 1. Start from the FOREWORD IDLE SCREEN. |
| 2. Press the INDEX key to go to the INDEX. |
| 3. Position the cursor on the name of the password-protected document you want to open. |
| 4. Press the PASSWORD (PASSW) key to prepare ForeWord to accept the password. |
| 5. Type the six-character password.
The cursor remains stationary as you type the password; no characters appear on the screen. |
| 6. Press the OPEN key to open the document. |

To Type Information Onto the DOCUMENT DESCRIPTION SCREEN:
--

- | |
|---|
| 1. Use the normal typewriter keys to type your name into the originator space. You can use up to 19 characters. |
| 2. If you entered fewer than 19 characters, press the TAB key <i>once</i> to move the cursor to the next section, dept. |
| 3. Type the initials of your department. You can use up to six letters. |
| 4. Press the TAB key <i>once</i> to move the cursor to the next section, description. |
| 5. Type a short description of the document. You can use up to 65 upper- or lowercase letters. |
| 6. Press the TAB key <i>once</i> to move the cursor to the next section, operator id. Type your initials. |
| 7. Press the COMMAND key to go to the first page of the new document. |

To Use the COMMAND MENU SCREEN:

1. **EITHER:** Start from the FOREWORD IDLE SCREEN and press the **COMMAND key** to go to the COMMAND MENU SCREEN.
OR: Start from a document and press the **COMMAND key** to go to the COMMAND MENU SCREEN.
2. To move the cursor on the COMMAND MENU SCREEN:
 - Use the **TAB key** to move the cursor from one column to the other (either forward or backward).
 - Use the **UP ARROW (↑)** and **DOWN ARROW (↓)** keys to move the cursor up or down in a column.
3. To select a starred command, position the cursor on the first word of the command and then press the **COMMAND key**.
4. Press the **RESET key** to return to the FOREWORD IDLE SCREEN or the document *without* selecting a command.

To Move the Cursor on the Screen:

1. To move the cursor *down* one line through the text, press the **DOWN ARROW (↓) key**. (Hold the key down for continuous movement.)
2. To move the cursor *up* one line, press the **UP ARROW (↑) key**. (Hold the key down for continuous movement.)
3. To move the cursor to the *end* of the document, press the **SHIFT + HOME keys**.
(The end of the document appears on the screen. The cursor is on the line below the document at the left-hand side of the screen.)
4. To move the cursor to the *beginning* of the document, press the **CONTROL (CTRL) + HOME keys**.
5. To move the cursor **eight lines** (one sector) *up* the screen, press the **SHIFT + UP ARROW (↑) keys**.
6. To move the cursor **eight lines** (one sector) *down* the screen, press the **SHIFT + DOWN ARROW (↓) keys**.

Use These Procedures to Move and Position the Cursor on the Screen:

1. Press the **UP ARROW (↑) key** to move the cursor up one line. (Hold the key down for continuous cursor movement.)
2. Press the **DOWN ARROW (↓) key** to move the cursor down one line. (Hold the key down for continuous cursor movement.)
3. Press the **RIGHT ARROW (→) key** to move the cursor to the right one character. (Hold the key down for continuous cursor movement.)
4. Press the **LEFT ARROW (←) key** to move the cursor to the left one character. (Hold the key down for continuous cursor movement.)
5. Press the **HOME key** *once* to move the cursor to the beginning of the line at the left margin.
6. Press the **HOME key**, then the **DOWN ARROW (↓) key**, then the **LEFT ARROW (←) key** to move the cursor to the right margin.

To Scroll:

1. To scroll (move) the document *horizontally* 20 character positions to the left, press the **SHIFT + RIGHT ARROW (→) keys**.
(The cursor moves to the right.)
2. To scroll (move) the document *horizontally* 20 character positions to the right, press the **SHIFT + LEFT ARROW (←) keys**.
(The cursor moves to the left.)

To Release (Close) a Document:

1. Press the **RELEASE (REL) key** *two* times to release the document from the screen.

To Indent the First Line of a Paragraph:

1. Press the **TAB key** to place the normal tab at the beginning of the line.

To Indent Every Line of a Paragraph:

1. Hold down the **CONTROL (CTRL)** key and press the **TAB** key to place an auto tab at the beginning of the paragraph.
(The **CURSOR RETURN** key cancels the auto tab.)

To Type Text in All Uppercase Letters:

1. Press the **UPPER CASE** key to turn on the uppercase letters feature.
2. Use the **LEFT ARROW (←)** key to move the cursor back to a mistake. Type the letters.
NOTE: Only the *letter* keys will be shifted to uppercase. All numbers and symbols on the keys will type normally.
3. Press the **UPPER CASE** key again to turn off the uppercase letters feature.

To Center a Title or Heading:

1. Type the text (begin at the left margin).
2. Press the **CENTER (CENTR)** key to center the text.
3. Press the **CURSOR RETURN** key to move the cursor back to the left margin.

To Uncenter Text:

1. Position the cursor anywhere on the line that is to be uncentered.
2. Press the **CLEAR MARK** key *one* time to remove the centering command.
3. Press the **SHIFT + DELETE (DEL)** keys to adjust the text to the left margin.
4. Press the **PARAGRAPH MARK (PARA)** key to replace the paragraph mark (↵).

Function Keys

Key	Function
CENTER (CENTR)	centers the line.
CHAPTER MARK (CHAPT)	sets a chapter mark in a line.
CLEAR MARK	clears page, paragraph, or chapter marks from a line when pressed once. When pressed twice in a line, the text in that line is released from the tabs in that line.
CODE then CLEAR MARK	clears columns of tabbed or decimal-tabbed material.
CODE then COMMAND	erases text appearing between the two lines of asterisks in the MESSAGE and NOTICE displays of the BROADCAST command; overwrites the queue display in the DISPLAY command with a list of possible error codes.
CODE then DELETE (DEL)	deletes columns of tabbed or decimal-tabbed material.
CODE then GLOSSARY (GLSRY)	inserts a glossary entry in the document using the margins and tabs from the glossary.
CODE then INSERT (INS)	duplicates a column of tabbed or decimal tabbed material into a new position within the document or into another document.
CODE then MOVE	moves columns of tabbed or decimal tabbed material to a new position within a group of columns in the same document.
CODE then SHIFT + UNDERLINE (≡)	underlines the character preceding it.
CODE then OPEN	opens an existing document to the previous cursor location when the document was closed by REL.
CODE then TAB	moves the cursor left one tab stop.
CODE then UPPER CASE	reverses the case of the alphabetic letters in a word.
CODE then UP ARROW (↑)	causes the printer to move up three eighths in printing.
CODE then DOWN ARROW (↓)	causes the printer to move down three eighths in printing.
CODE then UP ARROW (↑) followed by CODE then DOWN ARROW (↓)	superscripts the character(s) between / \.

Key	Function
CODE then DOWN ARROW (↓) followed by CODE then UP ARROW (↑)	subscripts the character(s) between \ /.
CODE then LEFT ARROW (←)	causes the preceding character to be overprinted by the character that follows it.
COMMAND	displays the list of commands; also used to execute a command function.
CONTROL (CTRL) + LETTER B	enters a blank line character in the text.
CONTROL (CTRL) + DELETE (DEL)	rewraps text before compressing unused workspace from the cursor location to the end of the document; also confirms document deletion.
CONTROL (CTRL) + HOME	moves the cursor to the beginning of the document.
CONTROL (CTRL) + INSERT (INS)	inserts single lines with no automatic line adjustment.
CONTROL (CTRL) + LETTER J	causes the specified number of blank lines to be inserted in the text for printing purposes; also indicates codes for the FORMAT command and for system date insertion.
CONTROL (CTRL) + LETTER K	enables margins to be extended beyond 80 characters in installations using CTRL K to produce wide documents.
CONTROL (CTRL) + LETTER M	causes ForeWord to halt during assembly of a document and allows the operator to type text in the field.
CONTROL (CTRL) + LETTER O	opens workspace in the text.
CONTROL (CTRL) + LETTER P	creates a new paragraph in the text.
CONTROL (CTRL) + LETTER R	removes all page marks from the cursor location to the end of the document.
CONTROL (CTRL) + LETTER S	enters a switch code for form letter generation.
CONTROL (CTRL) + TAB	tabs to the next tab stop and causes the rest of that paragraph to be justified at that tab stop; also in tab setting operations, clears all tabs or resets the preset tab stops.
CONTROL (CTRL) + LETTER V	causes display of nulls, tabs, auto tabs, and spaces.
CONTROL (CTRL) + LETTER X	causes continuous underlining.

Key	Function
CONTROL (CTRL) + UNDERLINE (≡)	causes underlining where specified.
CONTROL (CTRL) + UP ARROW (↑)	moves the cursor up one chapter mark in the document.
CONTROL (CTRL) + DOWN ARROW (↓)	moves the cursor down one chapter mark in the document.
CONTROL (CTRL) + LEFT ARROW (←)	moves the cursor left one word.
CONTROL (CTRL) + RIGHT ARROW (→)	moves the cursor right one word.
CURSOR RETURN	returns the cursor to the left margin; when pressed twice inserts blank line, sets paragraph marks on lines.
DECIMAL (DEC) TAB	right-justifies tabular material based on decimal point or other special character location.
DELETE (DEL)	deletes characters, blocks of text, or documents.
GLOSSARY (GLSRY)	assigns a document as a glossary; also inserts a glossary entry using the margins and tabs of the document.
HOME	returns the cursor to the beginning of the line at the left margin; in an autotabbed line, returns the cursor to the indented left margin. Press HOME twice to move the cursor to the left margin at the top.
HYPHEN (HYPHN)	sets a discretionary hyphen in a word.
INDEX	displays the list of documents in a text area.
INSERT (INS)	inserts characters or blocks of text character by character with automatic line adjustment, using the margins and tab settings of the source document.
LINE EDIT	limits editing to the line in which the cursor is located; inhibits word wraparound.
MARGIN (MARGN) SET	resets the margins and tabs for a paragraph, paragraphs, or document.
MATH + LETTER A	adds the number under the cursor to the value of the active accumulator.
MATH + LETTER C	clears (returns to 0.00) the value of the active accumulator.
MATH + LETTER D	divides the number under the cursor by the value of the active accumulator.
MATH + LETTER M	multiplies the number under the cursor by the value of the active accumulator.

Key	Function
MATH + LETTER P	places the number under the cursor into the active accumulator.
MATH + LETTER S	subtracts the number under the cursor from the value of the active accumulator.
MATH + LETTER T	places the total value of the active accumulator on the screen.
MATH + LETTER V	verifies that a total in the active accumulator is the same as that under the cursor.
MATH + NUMBERS 1, 2, or 3	specifies the active accumulator for any subsequent operation (Accumulator 1 is default).
MOVE	moves text from one location to another, deleting the text from its original location.
NEW PAGE	sets a new page mark in a line.
OPEN	opens a document.
PAGE DOWN	moves down one print page.
PARAGRAPH MARK (PARA)	sets a paragraph mark in a line.
PASSWORD (PASSW)	enters the password before gaining access to or deleting a password protected document.
PRINT	initiates the printing of a single page or of an entire document.
RELEASE (REL)	releases a document and any pointers set when pressed twice; holds pointers and document for copying when pressed once.
RESET	resets or aborts an operation. Press once to cancel pointers in a document.
SHIFT + DELETE (DEL)	re-edits a paragraph without deleting any characters.
SHIFT + HOME	moves the cursor to the end of the document.
SHIFT + INSERT (INS)	inserts a block of text character by character with automatic line adjustment, using the margin and tab setting of the target document.
SHIFT + UP ARROW (↑)	moves the cursor up eight lines in a regular 80 column document, four lines in a wide document, and two lines in an extra-wide document.
SHIFT + DOWN ARROW (↓)	moves the cursor down eight lines in a regular 80 column document, four lines in a wide document, and two lines in an extra-wide document.

Key	Function
SHIFT + LEFT ARROW (←)	scrolls a wide or extra-wide document 20 character positions to the right.
SHIFT + RIGHT ARROW (→)	scrolls a wide or extra-wide document 20 character positions to the left.
SHIFT + TAB	tabs to a field or clears a tab stop.
TAB	tabs to a field or sets a tab stop.
UPPER CASE	puts the alphabetic keys into uppercase shift without also shifting the numeric keys.
TRANSFER (XFER)	transfers a document to or from archival storage.
BEGINNING POINTER (⇐)	sets a beginning pointer; specifies the end of a block of text; sets the right margin.
ENDING POINTER (⇒)	sets an ending pointer; specifies the end of a block of text; sets the left margin.
UP ARROW (↑)	moves the cursor up one line in the document.
DOWN ARROW (↓)	moves the cursor down one line in the document.
LEFT ARROW (←)	moves the cursor left one character.
RIGHT ARROW (→)	moves the cursor right one character.

Editing Text

To Insert a Few Characters Into Previously Typed Text:	
1.	Use the CURSOR CONTROL keys to move the cursor to the exact position where the first character is to be inserted.
2.	Press the INSERT (INS) key <i>one</i> time to create one space for each character you want to insert. [The right part of the line of text moves over one character as soon as you press the INSERT (INS) key.]
3.	Type the character(s) to be added. [The new character(s) appear in the space just created.]

To Insert Large Sections of Text Into Previously Typed Text:	
1.	Place the cursor on the exact position where you want to insert text.
2.	Press the CONTROL (CTRL) + LETTER O keys to open up eight empty lines (one sector) in the existing text. (Letter "O" stands for "OPEN.")
3.	Type in the next text (up to eight lines). Be sure to add two spaces at the end of the new text to separate it from the next sentence of the old text.
4.	If you need to add more than eight lines of text, press the CONTROL (CTRL) + LETTER O keys again to open up an additional eight empty lines.
5.	Press the CONTROL (CTRL) + DELETE (DEL) keys to close up all the text and activate the wraparound feature.

To Add Characters to Centered Text:	
1.	Position the cursor at the place where you need to insert new text.
2.	Press the INSERT (INS) key or the CONTROL (CTRL) + LETTER O keys to open enough space for the characters you want to add.
3.	Type the additional characters.
4.	Press the DELETE (DEL) key to close up any extra space.
5.	Press the CENTER (CENTR) key to recenter the text.

To Delete Several Characters from Existing Text:

1. Use the **CURSOR CONTROL keys** to position the cursor exactly over the first character to be deleted.
2. Press the **DELETE (DEL) key** *once* for each character to be deleted.
3. Press the **CONTROL (CTRL) + DELETE (DEL) keys** to close up any space left at the end of the line of text and activate the word wraparound feature.

To Delete Large Sections of Text:

1. Use the **CURSOR CONTROL keys** to position the cursor at the point where the deletion should begin.
2. Press the **BEGINNING POINTER (←) key** to mark the beginning point of the deletion.
3. Use the **CURSOR CONTROL keys** to position the cursor at the point where the deletion should end.
4. Press the **ENDING POINTER (→) key** to mark the ending point of the text to be deleted.
5. Press the **DELETE (DEL) key** *two* times to delete the text.
 - The first time you press the key, it prepares the deleting activity.
(This is a safety feature — you can cancel the delete at this point with the **RESET key**.)
 - The second time you press the key, it deletes the text.
6. Press the **CONTROL (CTRL) + DELETE (DEL) keys** to close up the text and activate the word wraparound feature.

To Delete Characters from Centered Text:
1. Position the cursor on the character that you want to delete.
2. Delete the text. EITHER: Press the DELETE (DEL) key until the characters are deleted. OR: Bracket the text with the BEGINNING POINTER (←) and ENDING POINTER (→) keys and then press the DELETE (DEL) key <i>two</i> times.
3. Press the CENTER (CENTR) key to recenter the text.

To Delete a Blank Line Between Two Paragraphs (In Order to Make Two Paragraphs into One):
1. Position the cursor two spaces after the period at the end of the last sentence in the appropriate paragraph.
2. Press the BEGINNING POINTER (←) key to mark this position. (This marks the beginning of the space that will be deleted.)
3. Move the cursor to the space just preceding the first letter of the next paragraph.
4. Press the ENDING POINTER (→) key to mark this position. (This marks the end of the space that will be deleted.)
5. Press the DELETE (DEL) key <i>two</i> times to delete the space.
6. Press the CONTROL (CTRL) + DELETE (DEL) keys to close up the space.

To Delete Several Occurrences of a Word or Phrase:	
1.	Start from the document.
2.	Go to the SEARCH SCREEN. The name of the document is at the top of the screen, and the cursor is in the first command area, . . . for .
3.	In the command area . . . for , type the word or phrase you want to search for. Type either single (') or double (") quotes before and after the word or phrase. Be sure to type: • The first delimiter (' or ") • The text • One space (optional) • The last delimiter (' or ") You can type up to 79 characters in this command area.
4.	Press the TAB key to move the cursor to the next command area.
5.	In the command area replace it with , type two single quote marks (with <i>no</i> space between them).
6.	Press the TAB key to move the cursor to the next area.
7.	In the command area search type , type the letter c . When you type the letter c , the cursor automatically moves to the next command area.
8.	If you want ForeWord to ignore a special character, type the letter y (yes) in the command area Ignore leading special characters?
9.	Press the COMMAND key to begin the search process.
10.	Choose one of the following commands: Press the RIGHT ARROW (→) key to have ForeWord search for the next occurrence and not replace the word or phrase. Press the INSERT (INS) key to replace the word or phrase and search for the next occurrence.
11.	When the last occurrence is found, ForeWord returns you to the document.

To Divide One Paragraph Into Two Paragraphs:

1. Use the **CURSOR CONTROL keys** to position the cursor on the exact point where the new paragraph will begin.
2. Press the **CONTROL (CTRL) + LETTER P keys** to open up eight lines of space in the text. (Letter "P" stands for "Paragraph.")
3. Press the **CURSOR RETURN key** *two* times to place a blank line below the text that is still above the cursor. This will set new paragraph marks (↵) in the right margin.
4. Press the **CONTROL (CTRL) + DELETE (DEL) keys** to close up any unused space and activate the text wraparound feature.

To Move Sections of Text Within a Document:

1. Position the cursor over the first character of the text to be moved. (Include any space in front of the character that is to be moved with the text.)
2. Press the **BEGINNING POINTER (⌞) key** to mark the position.
3. Move the cursor to the last character to be moved. (Be sure to include any space that is to be moved with the text.)
4. Press the **ENDING POINTER (⌟) key** to mark the position.
5. Position the cursor at the exact point to which the text should be moved.
(The text is inserted *to the right of* the cursor.)
6. Press the **MOVE key** to move the text.
7. Make any adjustments in spacing in front of or behind the text that has been moved or in the area that the text was moved from.

To Move Text from a Source Document to a Target Document:	
1.	Open the <i>source</i> document (the document that contains the text that you want to move).
2.	Use the BEGINNING POINTER (←) and ENDING POINTER (→) keys to bracket the text that you want to move.
3.	Press the RELEASE (REL) key <i>one</i> time to place the source document on hold.
4.	Type the name of your target document (the document that you want to move the text into).
5.	Press the OPEN key to open the target document. (The source document remains on hold.)
6.	Position the cursor at the point where you want to insert the text. (It will be inserted to the right of the cursor.)
7.	Press the MOVE key to move the text.
8.	Press the CONTROL (CTRL) + DELETE (DEL) keys to close up any space in the target document. If the source document margins and tab stops were different from the target document, correct the margins and tab stops of the newly inserted text.
9.	Press the RELEASE (REL) key <i>two</i> times to release the target document.
10.	Reopen the source document.
11.	Press the CONTROL (CTRL) + DELETE (DEL) keys to close up any space in the source document that ForeWord left when it removed the text from the document.
12.	Press the RELEASE (REL) key <i>two</i> times to release the source document.

General Overview of Rules for Copying Text:

When you are copying text from one part of a document to another (and it has the same margins throughout):

- Bracket the text you want to copy.
- Position the cursor.
- Press the **INSERT (INS)** key.
- Press the **CONTROL (CTRL) + DELETE (DEL)** keys.

When you are copying text from one document to another and you want ForeWord to adjust the copied text to fit into the target text:

- Bracket the text of the source document.
- Go to the target document.
- Position the cursor.
- Press the **SHIFT + INSERT (INS)** keys.
- Press the **CONTROL (CTRL) + DELETE (DEL)** keys.

When you are copying text from one document to another and you want to preserve the margins of the original text:

- Bracket the text of the source document.
- Go to the target document.
- Position the cursor.
- Press the **CONTROL (CTRL) + INSERT (INS)** keys.
- Press the **CONTROL (CTRL) + DELETE (DEL)** keys.

To Copy Text Within One Document:
1. Position the cursor on the first character that is to be copied.
2. Press the BEGINNING POINTER (←) key to mark this position.
3. Position the cursor on the last character (or space) that is to be copied.
4. Press the ENDING POINTER (→) key to mark this position.
5. Position the cursor at the place where the text will be copied. (It will be inserted to the right of the cursor.)
6. Press the INSERT (INS) key to copy the text.
7. Check the beginning and ending of the text for proper spacing and punctuation.

To Copy Text from a Source Document Into a Target Document and . . .
EITHER: Adjust the margins to fit the target document:
OR: Retain the original margins of the source document:
1. Open the <i>source</i> document (the document that contains the text that you want to copy).
2. Use the BEGINNING POINTER (←) and ENDING POINTERS (→) keys to bracket the text that you want to copy.
3. Press the RELEASE (REL) key <i>one</i> time to place the source document on hold.
4. Type in the name of the <i>target</i> document (the document that you want to copy the text into).
5. Press the OPEN key to open the target document. (The source document remains on hold.)
6. Position the cursor at the point where you want to insert the copied text. (It will be inserted to the right of the cursor.)
7. Copy the text: • Press the SHIFT + INSERT (INS) keys if you want to adjust the margins of the copied text to fit the margins of the target document. • Press the CONTROL (CTRL) + INSERT (INS) keys if you want to leave the margins of the copied text the <i>same</i> as they were in the source document.
8. Press the CONTROL (CTRL) + DELETE (DEL) keys to position the cursor correctly and close up any space left by ForeWord as it copied in the text.

To Copy a Document:	
1.	Start from the FOREWORD IDLE SCREEN.
2.	Press the COMMAND key to go to the COMMAND MENU SCREEN.
3.	Position the cursor on the command COPY (COPY a document).
4.	Press the COMMAND key to go to the COPY SCREEN.
5.	In the command area copy the document name . . . , type the name of the document you want to copy. If you type <i>fewer</i> than six characters, press the TAB key to move the cursor to the next command area.
6.	If the name of the text area where the document is located is <i>different</i> from the one that ForeWord has filled in, type the correct name in the command area in text area . If you type <i>fewer</i> characters, press the TAB key to move the cursor to the next command area.
7.	If the number of the disc drive where the document is located is <i>different</i> from the one that ForeWord filled in, type the correct number in the command area on drive # . Press the TAB key to move the cursor to the next command area.
8.	In the command area to the document name , type the new name of the copied document. Remember, it must be a name that is <i>unique</i> in this text area. If you type <i>fewer</i> than six characters, press the TAB key to move the cursor to the next command.
9.	If the copied document is to be placed into a text area that is <i>different</i> from the one ForeWord has filled in, type the correct name in the command area in text area . If you type <i>fewer</i> than six characters, press the TAB key to move the cursor to the next command area.
10.	If the copied document is to be placed on a disc that is on a <i>different</i> drive from the number that ForeWord filled in, type the correct drive number in the command area on drive # . Press the TAB key to move the cursor to the next command area.
11.	(OPTIONAL) In the command area, using queue , type the number of the queue that you want to use for the copying process. The cursor automatically moves to the next command only if you enter a two-digit number.
12.	(OPTIONAL) If you want to use a different priority number, type the number in the command area with a priority of .
13.	Press COMMAND key to start the copying process. (When the document has been copied, the FOREWORD IDLE SCREEN appears.) NOTE: The FOREWORD IDLE SCREEN appears only if you don't use a queue.

To Search for a Word or Phrase and Replace It with a New Word or Phrase:	
1.	Start from the document that contains the word or phrase you want to change.
2.	If you want to limit the search to a specific portion of the text, use the BEGINNING POINTER (←) and ENDING POINTER (→) keys to bracket the text you want ForeWord to search for.
3.	Use the COMMAND MENU SCREEN to go to the SEARCH SCREEN .
4.	ForeWord automatically places the name of the document in the command area SEARCH document . The cursor is at the beginning of the command area . . . for .
5.	Type the word or phrase that you want to search for. Type either single (') or double (") quotes before and after the word or phrase. Be sure to type: • The first delimiter (' or ") • The text • The space • The last delimiter (' or ") You can type up to 79 characters in this command area.
6.	Press the TAB key to go to the command area replace it with .
7.	Type the replacement word or phrase. Type either single (') or double (") quotes before and after the new word or phrase. Be sure to type: • The first delimiter (' or ") • The text • The space • The last delimiter (' or ") You can type up to 79 characters in this command area.
8.	Press the TAB key to go to the command area search type .
9.	Choose the type of search you want to use (choose one): Search and stop . . . Search and stop (s) is the default. If you want this type of search, you do not have to change this area. Press the TAB key to move the cursor to the next command area. Conditional Replace . . . Type the letter c . Auto Replace . . . Type the letter a . After you type a c or an a , the cursor automatically moves to the next command area.
10.	If you want ForeWord to ignore a special character, type the letter y (yes) in the command area ignore leading special characters? .
11.	Press the COMMAND key to begin the search process.
12.	Choose the correct commands for the type of replace process that you want to use.

Commands Available for the “Search and Stop” Type of Search:
• Press the RIGHT ARROW (→) key to continue on to the next occurrence.
• Press the RESET key to stop the search procedure so you can edit the text. The cursor will remain on the searched-for word or phrase. To search again, you must return to the SEARCH SCREEN.
Commands Available for the “Conditional Replace” Type of Search:
• Press the RIGHT ARROW (→) key to continue on to the next occurrence.
• Press the INSERT (INS) key to have ForeWord replace the word or phrase using the capitalization of the word in the document and automatically search for the next occurrence.
• Press the SHIFT + INSERT (INS) keys to have ForeWord replace the word or phrase <i>exactly</i> as it appears, using the capitalization in the replacement string and automatically search for the next occurrence.
Command Available for the “Auto Replace” Type of Search:
• Press the COMMAND key to have ForeWord replace <i>every</i> occurrence of a word or phrase in the document. ForeWord will automatically replace each occurrence of the search string using the capitalization of the word in the document. ForeWord will not stop for you to make replacement decisions.

To Search for a Particular Word or Phrase and Replace It with Another Word or Phrase:	
1.	Start from the document.
2.	Go to the SEARCH SCREEN . The name of the document will be at the top of the screen, and the cursor will be in the first command area, . . . for .
3.	In the command area, . . . for , type the word or phrase you want to search for. Type either single (') or double (") quotes before and after the word or phrase. Be sure to type: • The first delimiter (' or ") • The text • One space • The last delimiter (' or ") You can type up to 79 characters in this command area.
4.	Press the TAB key to move the cursor to the next command area.
5.	In the command area, replace it with , type the word or phrase that you want to replace the original with. Be sure to type: • The first delimiter (' or ") • The text • One space • The last delimiter (' or ") You can type up to 79 characters in this command area.
6.	Press the TAB key to move the cursor to the next area.
7.	In the command area, search type , type the letter c . When you type the letter c , the cursor will automatically move to the next command area.
8.	If you want ForeWord to ignore a special character, type the letter y (yes) in the command area, Ignore leading special characters?
9.	Press the COMMAND key to begin the search process.
10.	Choose one of the following commands: ☐ Press the RIGHT ARROW (→) key to have ForeWord search for the next occurrence and not replace the word or phrase. ☐ Press the INSERT (INS) key to replace the word or phrase and have ForeWord use the capitalization of the original word. ForeWord will make the replacement and automatically continue the search process. ☐ Press the SHIFT + INSERT (INS) keys to replace the word or phrase, but have ForeWord use the replacement word or phrase exactly as you typed it on the SEARCH SCREEN. ForeWord will make the replacement and automatically continue the search process.
11.	When the last occurrence has been found, ForeWord will return you to the document.

To Replace Every Occurrence of a Word or Phrase Automatically:	
1.	Start from the document.
2.	Go to the SEARCH SCREEN. The name of the document will be at the top of the screen, and the cursor will be in the first command area, . . . for .
3.	In the command area, . . . for , type the word or phrase you want to search for. Be sure to type: • The first delimiter (' or '') • The text • One space • The last delimiter (' or '') You can type up to 79 characters in this command area.
4.	Press the TAB key to move the cursor to the next command area.
5.	In the command area, replace it with , type the word or phrase that you want to replace the searched-for word with. Type either single (') or double (") quotes before and after the word or phrase. Be sure to type: • The first delimiter (' or '') • The text • One space • The last delimiter (' or '') You can type up to 79 characters in this command area.
6.	Press the TAB key and move the cursor to the next command area.
7.	In the command area, search type , type the letter a (for " auto replace"). When you type the letter a , the cursor will automatically move to the next command area.
8.	If you want ForeWord to ignore any leading special characters during the automatic search and replace process, type the letter y (yes) in the command area, Ignore leading special characters? .
9.	Press the COMMAND key to begin the automatic search and replace process. ForeWord will automatically find and replace every occurrence in the text. Then it will return you to the document and position the cursor at the top of the document.
10.	Read the document carefully to see that every replacement is grammatically correct.

Margins and Tabs

To Position the Cursor on the SET MARGINS AND TABS SCREEN:	
1.	To move the cursor one position to the <i>left</i> , press the LEFT ARROW (←) key.
2.	To move the cursor one position to the <i>right</i> , press the RIGHT ARROW (→) key.
3.	To move the cursor one <i>tab stop</i> to the <i>right</i> , press the CONTROL (CTRL) + RIGHT ARROW (→) keys.
4.	To move the cursor one <i>tab stop</i> to the <i>left</i> , press the CONTROL (CTRL) + LEFT ARROW (←) keys.
5.	To quickly move the cursor to the <i>left margin</i> , press the HOME key . (You can do this from anywhere along the ruler.)
6.	To quickly move the cursor to the <i>right margin</i> , press the SHIFT + HOME keys . (You can do this from anywhere along the ruler.)

To Set New Margins on the SET MARGINS AND TABS SCREEN:	
1.	To set the <i>left</i> margin at the position of the cursor, press the BEGINNING POINTER (←) key .
2.	To set the <i>right</i> margin at the position of the cursor, press the ENDING POINTER (→) key .
3.	To reset the <i>left</i> margin to 1, no matter where the cursor is positioned, press the CONTROL (CTRL) + HOME keys <i>two</i> times. • The first time, the cursor moves to the left margin. • The second time, the left margin is set at 1.
4.	To reset the <i>right</i> margin to 80, no matter where the cursor is positioned, press the SHIFT + HOME keys <i>two</i> times. • The first time, the cursor moves to the right margin. • The second time, the right margin is set at 80.

To Set New Tab Stops on the SET MARGINS AND TABS SCREEN:
1. To set a tab stop at the cursor position, press the TAB key .
2. To remove a tab stop at the cursor position, press the SHIFT + TAB keys .
3. To remove the existing tab stops (those every five spaces), press the CONTROL (CTRL) + TAB keys <i>once</i> .
4. To restore all default tab stops, press the CONTROL (CTRL) + TAB keys <i>two times</i> . • The first time removes any tab settings. • The second time restores all default tabs (every five spaces).

To Change Margins Within an Existing Document:
1. Position the cursor on the first line of the paragraph to be changed.
2. Press the BEGINNING POINTER (←) key to mark the position.
3. Position the cursor on the first line of the last paragraph to be changed.
4. Press the ENDING POINTER (→) key to mark the position.
5. Press the MARGIN SET key to go to the SET MARGINS AND TABS SCREEN. The cursor is on the line of text that was marked with the BEGINNING POINTER (←) key.
6. Move the cursor to the correct position(s) and set the left and/or right margins.
7. Press the MARGIN SET key to return to the document.
8. Press the CONTROL (CTRL) + DELETE (DEL) keys to delete any blank areas below the rewrapped text.

To Modify Tab Stops in Existing Text:	
1.	Position the cursor on the first line of the first paragraph to be changed.
2.	Press the BEGINNING POINTER (←) key to mark the position.
3.	Move the cursor to the first line of the last paragraph to be changed.
4.	Press the ENDING POINTER (→) key to mark the position.
5.	Press the MARGIN SET key to go to the SET MARGINS AND TABS SCREEN. The cursor is on the line of text that was marked with the BEGINNING POINTER (←) key.
6.	Move the cursor to the correct position(s), delete unwanted tabs, and set new tab stops.
7.	Press the MARGIN SET key to return to the document.
8.	Press the CONTROL (CTRL) + DELETE (DEL) keys to delete any blank areas below the rewrapped text.

To Set New Margins and Tab Stops for Wide Documents on the SET MARGINS AND TABS SCREEN:	
1.	Press the BEGINNING POINTER (←) key to set the left margin at the cursor position.
2.	Press the ENDING POINTER (→) key to set the right margin at the cursor position.
3.	Press the CONTROL (CTRL) + HOME keys <i>two</i> times to reset the left margin at 1, no matter where the cursor is positioned. (The document may scroll horizontally.)
4.	Press the SHIFT + HOME keys <i>two</i> times to reset the right margin to 160 (on wide documents) or 320 (on extra-wide documents), no matter where the cursor is positioned. (The document may scroll horizontally.)
5.	Press the TAB key to place a tab stop at the cursor position. (The document may scroll horizontally if you position the tab at the very edge of the screen.)
6.	Press the SHIFT + TAB keys to remove <i>one</i> tab at the cursor position. (The document may scroll horizontally.)
7.	Press the CONTROL (CTRL) + TAB key <i>one</i> time to remove <i>all</i> tab stops. (All the tabs are removed, not just those shown on the screen.)
8.	Press the CONTROL (CTRL) + TAB keys <i>two</i> times to restore all the default tab stops. (All the default tabs are restored, not just those shown on the screen.)

To Delete Tabs in Existing Text (Using the POINTER Keys):

1. Position the cursor over the tab to be deleted.
Use the CONTROL-V SCREEN to locate the exact position of the tab. (Exit the CONTROL-V SCREEN before marking the tab to be deleted.)
2. Press the **BEGINNING POINTER (←)** key to mark the tab.
3. Move the cursor to the end of the space after the tab.
4. Press the **ENDING POINTER (→)** key to mark the end of space.
5. Press the **DELETE (DEL)** key *two* times to delete the tab and the space after it.
6. Press the **CONTROL (CTRL) + DELETE (DEL)** keys to rewrap the text.

To Delete Tabs in Existing Text (Using the CLEAR MARK Key):

1. Place the cursor on the tab position.
Use the CONTROL-V SCREEN to locate the exact position of the tab.
2. Press the **CLEAR MARK** key *two* times to remove the tab.
3. Press the **PARAGRAPH MARK (PARA)** key to replace the paragraph mark (↵).
4. Press the **CONTROL (CTRL) + DELETE (DEL)** keys to delete the tab with its space and rewrap the text.

To Insert a Tab Into Existing Text:

1. Place the cursor at the position where the tab is to be inserted.
2. Press the **CONTROL (CTRL) + LETTER O** keys to open up the text.
3. Insert the tab by pressing either the **TAB** key (to place a regular tab) or the **CONTROL (CTRL) + TAB** keys (to place an auto tab).
4. Type the anchor character. (Type the same letter as the one that begins the next line of text.)
5. Press the **CONTROL (CTRL) + DELETE (DEL)** keys *one* time to close up the text and rewrap the text.
6. Press the **DELETE (DEL)** key *one* time to delete the extra character at the beginning of the line.
7. **(OPTIONAL)** Press the **CONTROL (CTRL) + DELETE (DEL)** keys to rewrap the text once more (in case a short word can move up one line).

To Set a Decimal Tab:
1. Position the cursor to the left of the tab stop where you will place the decimal tab symbol (◄).
2. Press the DECIMAL (DEC) TAB key to set the decimal tab. The decimal tab symbol (◄) appears to the left of the cursor.
3. Type all the characters that precede the decimal point.
4. Press the PERIOD key (or other terminating character) to type the decimal point.
5. Type all the characters that follow the decimal point.
6. Press the DECIMAL (DEC) TAB key to go to the next column, or press the CURSOR RETURN key to return to the left margin.

To Delete a Decimal Tab:
1. Position the cursor on the decimal tab symbol (◄).
2. Press the DELETE (DEL) key to delete the decimal tab symbol (◄).
3. Press the CONTROL (CTRL) + DELETE (DEL) keys to clear the decimal tab controls and rewrap the characters.

Special Characters

To Type a Superscript:
1. Press the CODE key then the UP ARROW (↑) key to place the print up symbol (⁄) before the character(s) to be superscripted. This tells the system to raise the following character(s) 3/8 of a line above the normal line of text.
2. Type the characters to be superscripted.
3. Press the CODE key then the DOWN ARROW (↓) key to place the print down symbol (\\) after the character(s) to be superscripted. This tells the system to return to the normal line of text.
4. Continue typing the text in the usual manner.

To Type a Subscript:
1. Press the CODE key then the DOWN ARROW (↓) key to place the print down symbol (\\) after the character(s) to be subscripted. This tells the system to print the following character(s) 3/8 of a line below the normal line of text.
2. Type the character(s) to be subscripted.
3. Press the CODE key then the UP ARROW (↑) key after the character(s) to be subscripted. This tells the system to return to the normal line of text.
4. Continue typing the text in the usual manner.

To Overprint Single Characters:
1. Type the characters.
2. Press the CODE key then the LEFT ARROW (←) key to place the back-up one space symbol (←) after the character. This tells the system to back up one space before printing the next character.
3. Type the character you want to be printed on top of the first character.
4. Repeat these steps to overprint more than one character.
5. Continue typing in the usual manner.

To Overprint a Whole Line:
1. Type the line which will be overprinted (printed on top of).
2. Press the CONTROL (CTRL) key + LETTER J key to place the CONTROL-J symbol (\) immediately after the line of text. This prepares the system for a special instruction.
3. Type the number 0 (zero) to tell the system <i>not</i> to advance before printing the next line. This instruction tells the system you want to overprint the whole line.
4. Press the CURSOR RETURN key <i>once</i> to move the cursor to the beginning of the next line.
5. Type the line you want to print on top of the line you just typed. Usually, you overprint a whole line to make it darker than the rest of the text. Then you would type this line <i>exactly</i> the same as the line you just typed.
6. Continue typing text in the usual manner.

To Hyphenate Text to Change Line Length:
1. Type the text and correct any typos.
2. Determine the first word to be hyphenated by looking for a very uneven right margin.
3. Place the cursor on the letter that should come <i>after</i> the hyphen. The letter on which you place the cursor will be the first character on that line. The portion of the word <i>before</i> the cursor will be moved to the end of the line above.
4. Press the HYPHEN (HYPHN) key to tell ForeWord to move the text and make the hyphenation. The rest of the text is rewrapped to the line below.
5. Determine the next word to be hyphenated. There may be new hyphenation decisions since ForeWord rewrapped the text when you first pressed the HYPHEN (HYPHN) key .
6. Continue the procedure as above.

To Reverse Capitalization While Editing:

1. Place the cursor over the first letter of the word that you want to change from uppercase to lowercase or from lowercase to uppercase.
You do not have to reverse all the letters of a word. Only those letters that are *under* the cursor and to the *right* of the cursor will be changed.
2. Press the **CODE key** then the **UPPER CASE key** to reverse the case of the letters under the cursor and to the right of the cursor.
3. Repeat the procedure for any other words you need to change from uppercase to lowercase or from lowercase to uppercase.

To Type a Required Space:

1. Type the text to the first required space.
Do *not* use the **SPACEBAR** between the words you want required spaces between.
2. Press the **CONTROL (CTRL) + LETTER B keys** to place the **required space** symbol (␣) on the screen.
3. Continue typing in the usual manner.
4. Use the above procedure between each word and/or number in a series which you want treated as a whole.
For example, you would use required spaces in a date (October 18, 1956) so the date will not be divided onto two different lines.

Special Characters

SPECIAL CHARACTERS		
Key Combination	How it Looks on the Terminal Screen	How it Looks in Print
CONTROL + NUMBER 1	Vertical bar ()	Broken vertical bar()
CONTROL + EQUAL SIGN (=)	Closed bullet (•)	Open bullet (◦)
CONTROL + NUMBER 8	Tilde (~)	Tilde (~)
CONTROL + LETTER N	Logical NOT (¬)	Logical NOT (¬)
CONTROL + OPEN PARENTHESIS (()	Left brace ({)	Left brace ({)
CONTROL + CLOSE PARENTHESIS ())	Right brace (})	Right brace (})
CONTROL + COMMA (,)	Less than symbol (<)	Less than symbol (<)
CONTROL + PERIOD (.)	Greater than symbol (>)	Greater than symbol (>)
CONTROL + SLASH (/)	Reverse slash (\)	Reverse slash (\)

Underlining

To Underline Each Separate Word as You Are Typing Text:	
1.	Type until just before the word (or group of words) you want to underline.
2.	Press the CONTROL (CTRL) + UNDERLINE (⌘) keys to place the separate-underline symbol (⌞) in front of the word (or group of words) to be underlined. This begins the separate underlining.
3.	Type the word (or group of words) to be underlined.
4.	Press the CONTROL (CTRL) + UNDERLINE (⌘) keys to place the separate-underline symbol (⌞) immediately after the last word to be underlined. This ends the separate underlining.

To Underline a Word or Group of Words as You Are Typing Text:	
1.	Hold down the CONTROL (CTRL) key and press the UNDERLINE (⌘) key to place the separate-underline symbol (⌞) in the space in front of the word (or group of words) to be underlined. This marks the beginning of the separate underlining.
2.	Type the word (or words) to be underlined.
3.	Hold down the CONTROL (CTRL) key and press the UNDERLINE (⌘) key to place the separate-underline symbol (⌞) in the space after the last word (or group of words) to be underlined. This marks the end of the separate underlining.

To Underline One (or More) Characters Within a Word:	
1.	Type until you reach the character(s) to be underlined.
2.	Press the CONTROL (CTRL) + UNDERLINE (⌘) keys to place the separate-underline symbol (≡) on your screen.
3.	If the character(s) is (are) <i>not</i> at the beginning of a word, press the CODE key and then the LEFT ARROW (←) key to place a back-up one space symbol (←) after the separate-underline symbol.
4.	Type the character(s) to be underlined.
5.	Press the CONTROL (CTRL) + UNDERLINE (⌘) keys to place the separate-underline symbol (≡) on your screen.
6.	If the character(s) is (are) <i>not</i> at the end of a word, press the CODE key and then the LEFT ARROW (←) to place a back-up one space symbol (←) after the separate-underline symbol.
7.	Continue typing the text.

To Use Continuous Underlining:	
1.	Type the text up to the first word to be underlined.
2.	Press the CONTROL (CTRL) + LETTER X keys to place the continuous-underline symbol (□) in the space in front of the first word to be underlined. This begins the continuous underlining.
3.	Type the words to be underlined.
4.	Press the CONTROL (CTRL) + LETTER X keys to place the continuous-underline symbol (□) in the space immediately after the last word to be underlined. This ends the continuous underlining.

To Begin Continuous Underlining at the Left Margin:	
1.	Position the cursor at the left margin of the line which will have continuous underlining at the left margin.
2.	Press the CONTROL (CTRL) + LETTER X keys to place the continuous underline symbol (□) at the left margin.
3.	Press the CODE key then the LEFT ARROW (←) key to place the back-up one space symbol (←) on your screen. This tells ForeWord to move back a space when printing.
4.	Type the text to be underlined.
5.	Press the CONTROL (CTRL) + LETTER X keys to place the continuous underline symbol (□) after the last word to be underlined.

To Use Continuous Underline Inside a Parenthesis:	
1.	Type the open parenthesis .
2.	Press the CONTROL (CTRL) + LETTER X keys to place a continuous underline symbol (□) after the parenthesis.
3.	Press the CODE key then the LEFT ARROW (←) key to place a back-up one space symbol (←) immediately after the continuous underline symbol (□).
4.	Type the text to be underlined.
5.	Press the CONTROL (CTRL) + LETTER X keys to place the continuous underline symbol (□) after the last word to be underlined.
6.	Press the CODE key then the LEFT ARROW (←) key to place a back-up one space symbol immediately after the continuous underline symbol (□).
7.	Type the close parenthesis.
8.	Continue typing the text.

To Underline Tabbed Text:
1. Type the underline symbol (either continuous or separate) at the beginning of the line.
2. Press the TAB key.
3. Type the text to be underlined.
4. Type the underline symbol (either continuous or separate) to mark the ending of the underline.
5. Continue typing the text.

To Use Double Underlining in Columns of Numbers:
1. Type the columns of numbers as you usually would.
2. Use the SPACEBAR and the SHIFT + UNDERLINE (≡) keys to type the first row of underlining as you usually would.
3. Press the CONTROL (CTRL) + LETTER J keys at the end of the first line of underlining. The CONTROL-J symbol (\) prepares ForeWord for a special instruction.
4. Press the CONTROL (CTRL) + UNDERLINE (≡) keys to place the separate underline symbol (▬) immediately after the CONTROL-J symbol. This instruction (\ ▬) tells ForeWord you want to use double underlining.
5. Press the CURSOR RETURN key to move the cursor to the left margin.
6. Use the SPACEBAR and the SHIFT + UNDERLINE (≡) keys to type the second row of underlining just as you did the first.
7. Press the CURSOR RETURN key to return the cursor to the left margin.
8. Continue typing in the usual manner.

Formatting Documents

Special Instructions Used in This Module

SYMBOL	INSTRUCTION NAME	PURPOSE
\hd	header instruction	Used before and after text for the header.
\ft	footer instruction	Used before and after text in the footer.
\pn	page number instruction	Used to print the page number automatically.
\dt	date instruction	Used to print the date automatically.
\fn	footnote instruction	Used before and after the number and text in a footnote.
\bf	begin footnotes instruction	Used to separate the footnotes from the body in a list-referenced footnote document.
\he	even header instruction	Used before and after the text for the header that will be used on <i>even</i> numbered pages.
\ho	odd header instruction	Used before and after the text for the header that will be used on <i>odd</i> numbered pages.
\fe	even footer instruction	Used before and after the text for the footer that will be used on <i>even</i> numbered pages.
\fo	odd footer instruction	Used before and after the text for the footer that will be used on <i>odd</i> numbered pages.
\xh	exclude header instruction	Used to exclude (turn off) headers.
\xf	exclude footer instruction	Used to exclude (turn off) footers.
\so	start odd instruction	Used to force the next page to use the <i>odd</i> header and/or footer regardless of the true page number.

To Format a Document with the FORMAT SCREEN:	
1.	Open the document that is to be formatted.
2.	Go to the FORMAT SCREEN.
3.	Each time you go to the FORMAT SCREEN, ForeWord will automatically fill in these command areas: • The name of the document to be formatted • Both text areas • Both drive numbers • The priority number • The starting page number (You can change any of these command areas by typing in new information.)
4.	Type in the name of the new document in the command area, into the new document named.
5.	Type in the number of the queue you want to use.
6.	If you need to, change the priority number.
7.	If you need to, change the starting page number.
8.	Press the COMMAND key to create the formatted document.

To Create a Header:	
1.	Position the cursor at the left margin at the appropriate place in the text: • If you want the headers to begin on the first page, place the cursor on the first line of text. • If you want the headers to begin on any other page, place the cursor at the start of the new page where you want the header to begin.
2.	Press the CONTROL (CTRL) + LETTER O keys if you need to open some work-space.
3.	Press the CONTROL (CTRL) + LETTER J keys , then type the letters: hd to enter the header instructions (\hd) above the text of the header.
4.	Press the CURSOR RETURN key to bring the cursor back to the left margin.
5.	Type the text of the heading. See Procedure 13-4 if you want to use an automatic page number. See Procedure 13-5 if you want to use the automatic current date.
6.	Return the cursor to the left margin.
7.	Use one of the following methods to add any blank lines: • The CURSOR RETURN key. • The blank line control characters.
8.	Press the CONTROL (CTRL) + LETTER J keys , then type the letters: hd to enter the header instructions (\hd) again below the text of the header. (You can use either upper- or lowercase instruction letters, but you <i>must</i> be consistent throughout the document.)
9.	Press the CURSOR RETURN key to return the cursor to the left margin.
10.	Press the CONTROL (CTRL) + DELETE (DEL) keys to close up any space that is left.
11.	Type the rest of the document.

To Create a Footer:

1. Position the cursor at the left margin at the appropriate place in the text:
 - If there is a header, place the cursor on the next line under the header.
 - If you want the footers to begin on the first page, place the cursor before the first line of the text.
 - If you want the footers to begin on another page, place the cursor where you want the footer to begin.

NOTE: Footers are entered at the top of a page, but they will appear at the bottom of the page when the document is printed.

2. Press the **CONTROL (CTRL) + LETTER O keys** if you need to open a sector.

3. Press the **CONTROL (CTRL) + LETTER J keys**, then type the letters: **ft** to enter the **footer** instructions (**\ft**) above the text of the footer.

4. Press the **CURSOR RETURN key** to bring the cursor back to the left margin.

5. Type the text of the footer.
See Procedure 13-4 if you want to use an automatic page number.
See Procedure 13-5 if you want to use the automatic current date.

6. Press the **CURSOR RETURN key** to return the cursor to the left margin.

7. Press the **CONTROL (CTRL) + LETTER J keys**, then type the letters: **ft** to enter the **footer** instructions (**\ft**) again below the text of the footer.

8. Press the **CURSOR RETURN key** to return the cursor to the left margin.

9. Press the **CONTROL (CTRL) + DELETE (DEL) keys** to close up any space that is left.

10. Type the rest of the document.

To Insert Automatic Page Numbers:									
1.	Position the cursor at the left margin in either the header section or the footer section, and on the exact line on which you want the page number to be inserted.								
2.	Move the cursor to the exact position (tab stop) where you want the page number to be placed.								
3.	Type any characters that you want to have printed <i>before</i> the page number. Type the automatic page number instructions: \pn (CONTROL-J plus pn). Type any characters that you want to have printed <i>after</i> the page number. Examples <table><tr><td>PRINTED:</td><td>ON SCREEN:</td></tr><tr><td>-16-</td><td>- \pn-</td></tr><tr><td>Page 12</td><td>Page \pn</td></tr><tr><td>18-55</td><td>18- \pn</td></tr></table>	PRINTED:	ON SCREEN:	-16-	- \pn-	Page 12	Page \pn	18-55	18- \pn
PRINTED:	ON SCREEN:								
-16-	- \pn-								
Page 12	Page \pn								
18-55	18- \pn								
4.	Press the CURSOR RETURN key to return the cursor to the left margin.								
5.	Format the document with the FORMAT SCREEN.								

To Enter the Date Automatically:

1. Position the cursor at the left margin in either the header section or the footer section, and on the exact line where you want the automatic date to appear.
2. Set a tab or use the **SPACEBAR** to move the cursor to the exact position where you want the date to appear.

The first character of the date appears exactly where you type the **CONTROL-J** symbol.
3. Press the **CONTROL (CTRL) + LETTER J keys**; then type the letters **dt** to tell ForeWord to enter the current date automatically (**\dt**).
4. Press the **CURSOR RETURN key** to return the cursor to the left margin.
5. Format the document with the **FORMAT SCREEN**.

To Enter a Footnote While You Are Typing the Text:

1. Begin the footnote *immediately after* the text that refers to it.
2. Press the **CONTROL (CTRL) + LETTER J keys**, then type the letters **fn**. This makes the **footnote** instruction (**\fn**).
3. Type the text of the footnote.
4. Press the **CONTROL (CTRL) + LETTER J keys**, then type the letters **fn** to type the **footnote** instruction (**\fn**) again.
5. If you are at the end of a sentence, type *two* spaces, then continue typing the text of the document.

If a footnote comes in the middle of a sentence, type *one* space, then continue typing the text of the document.

To Use List-Referenced Footnotes:	
1.	Go to the DOCUMENT DESCRIPTION SCREEN.
2.	In the FORMAT CONTROLS section, position the cursor in the command area list referenced .
3.	Type the letter y in the command area list referenced to tell ForeWord you want the footnotes list-referenced. NOTE: Once you decide to use list-referenced footnotes, you <i>cannot</i> use embedded footnotes. All the footnotes in the document must be typed at the end.
4.	Return to the document.
5.	Insert the reference numbers as you type the text of the document. Type: • The footnote control: \fn • The number of the footnote. (The number of the footnote can be any number, from 1 to 9999.) • One space after the number. • The footnote control again: \fn
6.	Continue typing the text of your document. Insert a footnote number wherever appropriate.
7.	When you have finished typing the text of the document, press the CONTROL (CTRL) + LETTER J keys , and then type the letters bf . This makes the begin footnote instruction (\bf).
8.	Press the CURSOR RETURN key to place a blank line below this instruction.
9.	Type: • The footnote instruction \fn (CONTROL-J + fn) . • The number of the footnote.
10.	Press the SPACEBAR <i>one</i> time to place one space between the footnote number and the first character of the footnote.
11.	Type the footnote.
12.	At the end of the footnote, press the CONTROL (CTRL) + LETTER J keys . Then type the letters fn . This makes the footnote instruction (\fn) again.
13.	Press the CURSOR RETURN key <i>twice</i> to place a blank line under this text.
14.	Begin the next footnote and continue until you have entered all of the footnotes.

To Add a Footnote in a Text Where List-Referenced Footnotes Are Being Used:	
1.	Position the cursor at the point where you want to insert the new footnote reference. The order of the footnote text must be the same as the order of the footnote references, regardless of the number sequence.
2.	Press the CONTROL (CTRL) + LETTER O keys to open up space for the footnote controls and reference number.
3.	Type: • The footnote instruction: \fn • Any unused number. • One space. • The footnote instruction again: \fn
4.	Press the CONTROL (CTRL) + DELETE (DEL) keys close up the space.
5.	Go to the footnotes at the end of the document.
6.	Position the cursor exactly where you want to insert the new footnotes.
7.	Press the CONTROL (CTRL) + LETTER O keys to open a space for the footnote.
8.	Type: • The footnote instruction \fn, followed by the footnote reference number. • One space. • The text of the new footnotes. • The footnote instruction again: \fn
9.	Press the CURSOR RETURN key to place one blank line under the new footnotes.
10.	Add any other new footnotes following this same procedure.
11.	Go to the DOCUMENT DESCRIPTION SCREEN.
12.	Position the cursor in the FORMAT CONTROLS section, on the command area resequence .
13.	Type: y (' y ' means "yes, I want to resequence all the footnote referenced numbers.")
14.	Return to the document.
15.	Format the document.

To Find a Specific Page or Paragraph in a Document:
1. Open your document.
2. Go to the FIND SCREEN.
3. You can either go now to the page you want or you can decide to go to a paragraph. - To go to the page, type the number of the page, then press the COMMAND key. The cursor will mark the beginning of the page you have asked for. - To find a paragraph, press the TAB key to go to the next command area. Then type the paragraph number you want to go to, then press the COMMAND key. The cursor will mark the beginning of the paragraph you have asked for.

To Print a Document with Each Paragraph Numbered:
1. Go to the DOCUMENT DESCRIPTION SCREEN.
2. Position the cursor in the command area, number paragraphs .
3. Type y (for “yes”).
4. There must be nine or more spaces in the command area, left margin offset .
5. When you no longer need to have the paragraphs numbered, change the command area, number paragraphs , back to n .

To Give Prepagination Decision Instructions (in the PRINTER CONTROLS Section of the DOCUMENT DESCRIPTION SCREEN):
EITHER: Tell ForeWord that you don’t want to make pagination decisions yourself (that you’d rather they be made automatically). Leave the prepaginated control on n (for “No, I don’t want to make pagination decisions.”).
OR: Tell ForeWord that you do want to make your own pagination decisions (and place the pagination instructions in the document yourself). Change the prepaginated control to y (for “Yes, I want to paginate the document.”).

To Paginate a Document Manually:	
1.	Go to the DOCUMENT DESCRIPTION SCREEN of the document you want to paginate.
2.	Position the cursor in the command area, prepaginated , in the PRINTER CONTROLS section.
3.	Type a y (yes) to tell ForeWord you want to paginate manually.
4.	Press the COMMAND key to go to the top of the first page of the document.
5.	Press the CONTROL (CTRL) + LETTER R keys to clear any new page marks (■).
6.	Press the PAGE DOWN key to move the cursor down to the first line of the next page (or whatever number is in the lines of text command). Remember, the default is 56 lines of text.
7.	Choose the best line to begin the next page on. Look <i>only</i> at the text <i>above</i> the cursor. Adjust for “widows” and “orphans.”
8.	Position the cursor on the line that will be the first line of the next page.
9.	Press the NEW PAGE key to place a new page mark (■) in the right margin of this line of text.
10.	Press the PAGE DOWN key to move the cursor down another page.
11.	Continue this procedure until the end of the last page of the document appears below the cursor.

To Enter Page Numbers While You Are Performing Manual Pagination:	
1.	Position the cursor at the left margin.
2.	Press the PAGE DOWN key to find the line that will begin the next page.
3.	Move the cursor up three lines. The cursor now marks the line that will be printed on the next page.
4.	If necessary, choose another line to begin the next page.
5.	Press the CONTROL (CTRL) + LETTER P keys to open up space for the page number.
6.	Press the CURSOR RETURN key <i>twice</i> to place two blank lines under the text. Use enough blank lines so that the page number is printed on the 56th line of the page.
7.	Type the page number.
8.	Press the CENTER (CENTER) key to center the page number.
9.	Press the CONTROL (CTRL) + DELETE (DEL) keys to close up the space.
10.	Move the cursor down one line.
11.	Press the NEW PAGE key to place a new page mark (■) on this line.
12.	Continue through the document in a similar manner.

Document Assembly

To Create a Document to Be Assembled:
1. Open a new document.
2. Place the cursor on the first line of the document.
3. Press the CLEAR MARK key <i>once</i> to remove the chapter mark (□) from column 81 of the first line.
4. Press the PARAGRAPH MARK (PARA) key to place a paragraph mark (↵) in column 81 of the first line.
5. Type the text of the document. (To use fill-in fields , follow Procedure 17-4: To Create Fill-In Field Instructions in Documents to Be Assembled.)
NOTE: If you will double-space between paragraphs in the destination document , you <i>must</i> place a blank line at the end of the text in the document to be assembled.

To Create an Instruction Document for Assembly:
1. Open the document which will be used as the instruction document.
2. Type any new text you want to appear before entering the names of the documents to be assembled .
3. Press the CURSOR RETURN key to place the cursor at the left margin.
4. Press the CONTROL (CTRL) + LETTER J keys . The CONTROL-J symbol (\) prepares ForeWord for a special instruction.
5. Type the letters ip (in either upper- or lowercase) to place the insert paragraph instruction (\ip) on your screen. This tells ForeWord you want to assemble text in this position.
6. Press the GLOSSARY (GLSRY) key to access the insert paragraph instruction .
7. On the prompt line of the insert paragraph instruction , type the names of the documents in the order you want them assembled. You can type up to six documents on one line. Use the TAB key to move the cursor from one section of the line to the next.
8. If the text area or disc drive of the documents to be assembled is different from what ForeWord has filled in, type the correct name or number.
9. If you need to enter more than six documents for assembly in this position, repeat Steps 3-8.
10. Continue typing text and repeat Steps 2-9 if necessary.

To Assemble Documents Into a Destination Document:	
1.	Start from either the instruction document or the FOREWORD IDLE SCREEN.
2.	Press the COMMAND key to go to the COMMAND MENU SCREEN.
3.	Position the cursor on the ASSEMBLE command.
4.	Press the COMMAND key to go to the ASSEMBLE SCREEN.
5.	Position the cursor in the command area, Assemble from document . . . • If you were at the FOREWORD IDLE SCREEN when you went to the COMMAND MENU SCREEN, type the name of the destination document. • If you were in the instruction document when you went to the COMMAND MENU SCREEN, you don't need to type anything here. ForeWord would have already filled it in.
6.	In the command area, in text area . . . , type the name of the text area where the instruction document is located if it is <i>different</i> from what ForeWord has filled in.
7.	In the command area, on drive # . . . , type the number of the disc drive where the instruction document is located if it is <i>different</i> from what ForeWord has filled in.
8.	In the command area, to document . . . , type the name of the destination document. If you do <i>not</i> enter a name for the destination document, ForeWord will automatically replace the instruction document with the destination document.
9.	In the command area, using printer . . . , type the number of the printer you will use.
10.	In the command area, and queue . . . , type the number of the queue you will use if you want the destination document to be printed and deleted. If you do <i>not</i> fill in this command area, ForeWord will not print and delete the destination document. The assembled destination document would be stored in ForeWord.
11.	Press the COMMAND key to perform the assembly. If the queue # is filled in, ForeWord will print and delete the destination document. If the queue # is <i>not</i> filled in, ForeWord will store the assembled destination document.

To Create Fill-In Field Instructions in Documents to Be Assembled:
1. Open the document which will be the document to be assembled.
2. Type the text until the first place where new text will be added during the assembly process.
3. Press the CONTROL (CTRL) + LETTER M keys to place a fill-in field symbol (■) on your screen.
4. If you want to use a prompt, type the word(s) that will be the prompt. A prompt can be up to 50 characters long.
5. Press the CONTROL (CTRL) + LETTER M keys to place a second fill-in field symbol (■) on your screen. If a prompt is used, the first fill-in field symbol, the prompt, and the second fill-in field symbol must all be on the <i>same</i> line. Whether or not you use a prompt, you must use at least two fill-in field symbols.
6. Continue typing the text as you usually would. If you need more than one fill-in field, repeat Steps 1-6.

To Enter Current Date Automatically While Printing an Assembled Document:
1. Type the text up to the position where you want the current data automatically entered.
2. Press the CONTROL (CTRL) + LETTER J keys. The CONTROL-J symbol (\) prepares ForeWord for a special instruction.
3. Type the letters, dt , to give the date entry instruction (\dt).
4. If you do not want blank spaces after the date, press the CODE key then the LEFT ARROW (←) key <i>two</i> times to place two back-up one space symbols (←←) after the \dt.
5. Continue typing the text. ForeWord will replace the \dt with the current date when the document is assembled.

Form Letters

To Create the Body of a Form Letter:
1. Open a new document to serve as the body of the form letter.
2. Type the text until the first place where you want the variable information inserted.
3. Press the CONTROL (CTRL) + LETTER S keys to place a switch symbol (■) on your screen. This tells ForeWord to switch from this document to the document of variable information .
4. Continue typing the text.
5. Repeat Step 3 each time you want ForeWord to insert variable information.

To Have ForeWord Enter the Date Automatically:
1. Position the cursor where you want the date to be entered.
2. Press the CONTROL (CTRL) + LETTER J keys . The CONTROL-J symbol (\) prepares ForeWord for a special instruction.
3. Type the letters dt in either upper- or lowercase. This tells ForeWord to enter the current date automatically when <i>printing</i> the document. (The current date does <i>not</i> appear on your screen.)
4. Continue typing the document.
NOTE: The automatic date entry works only when you are <i>combining</i> two documents such as printing personalized form letters.

To Give Line Advance Instructions for Printing:	
1.	Type the text until you want to tell ForeWord to advance a certain number of lines while printing.
2.	Press the CURSOR RETURN key to place the cursor at the left margin.
3.	Press the CONTROL (CTRL) + LETTER J keys to prepare ForeWord for a special instruction.
4.	Type the number of blank lines you want ForeWord to leave while printing. For example, if you want ForeWord to leave 9 blank lines at this point, your screen should have this on it: \9.
5.	Press the CURSOR RETURN key to place the cursor at the left margin.
6.	Continue typing your text. ForeWord will advance the indicated number of lines while <i>printing</i> the document.
7.	Repeat Steps 1-6 above for any other time you want to use the automatic line advance feature.

To Create a Document of Variable Information for Merging:	
1.	Open the document to be used for the variable information listing.
2.	Position the cursor at the left margin of the first line.
3.	Press the CONTROL (CTRL) + LETTER J keys . (Do <i>not</i> type a space.) The CONTROL-J symbol (\) prepares ForeWord for a special instruction.
4.	Type the letter E (either upper- or lowercase) immediately after the CONTROL-J symbol (\). This places the entry separator symbol (\E) on your screen. This tells ForeWord where the first set of variable information begins. It must also appear <i>once after</i> every other set of entries.
5.	Press the CURSOR RETURN key to place the cursor at the left margin.
6.	Type the first part of the variable information you want entered in the form letter. This is usually the inside address. Use the CURSOR RETURN key at the end of each line of the address, <i>except</i> the last line.
7.	Press the CONTROL (CTRL) + LETTER S keys to place the switch symbol (■) <i>immediately</i> after the first part of the first set of variable entries (usually the zip code).
8.	Type the next part of the entry. (This is usually the name of the individual for the salutation.)
9.	Press the CONTROL (CTRL) + LETTER S keys to place the switch symbol (■) <i>immediately</i> after the part of the entry you just typed.
10.	Repeat Steps 8 and 9 above if there are any more pieces of variable information which should be included in this entry set (for example, variable information in the body of the form letter).
11.	Press the CURSOR RETURN key to return the cursor to the left margin after you have typed all the pieces of variable information for the first entry. (This should be <i>all</i> the variable information for one letter.)
12.	Press the CONTROL (CTRL) + LETTER J keys . (Do <i>not</i> type a space.) The CONTROL-J symbol (\) prepares ForeWord for a special instruction.
13.	Type the letter E (either upper- or lowercase). This places the entry separator symbol (\E) on your screen. This tells ForeWord where each set of variable information begins. This signal should appear before the <i>first</i> set of variable information, and once <i>after</i> every entry set.
14.	Press the CURSOR RETURN key to place the cursor at the left margin.
15.	Repeat Steps 6-14 for each set of variable information you enter.
NOTE: It is not necessary to use the entry separator symbol (\E) in a document of variable information. However, it is a very good idea to do so. The entry separator tells ForeWord where each entry set begins and ends. If you make a mistake in one entry and you use the entry separator , only one document will be affected. If you do not use the entry separator , all documents would be affected.	

To Merge and Print in Foreground:
1. Open the document of variable information .
2. Use the ARROW keys to position the cursor over the first letter of the first name to be used.
3. Press the COMMAND key to go to the COMMAND MENU SCREEN.
4. Position the cursor on the command, MERGE (MERGE a letter with an address file).
5. Press the COMMAND key to go to the MERGE SCREEN.
6. Place the cursor in the command area, print form letters on printer . . .
7. Type the number of the printer you will use.
8. ForeWord has already entered the name of the document which contains the variable information in the command area, MERGING the name/address file . . .
9. Press the TAB key to move the cursor to the next command area.
10. If the name of the text area where the document of variable information is located is different from the one ForeWord filled in, type the correct name in the command area, in text area . . .

11. Press the TAB key to move the cursor to the next command area.
12. If the number of the disc drive where the document of variable information is located is different from the one ForeWord filled in, type the correct number in the command area, on drive # . . .
13. Press the TAB key to move the cursor to the next command area.
14. In the command area, with the letter file . . . type the name of the document with the body of the form letter. If you type less than six characters, press the TAB key to move the cursor to the next command area.
15. If the number of the disc drive where the body of the form letter document is located is different from the one ForeWord has filled in, type the correct number in the command area, on disc # . . .
16. Press the TAB key to move the cursor to the next command area.
17. Since you are printing in foreground, you should <i>not</i> fill in the <i>queue, printer, or background terminal numbers</i> .
18. If the command area, using queue . . . is filled in automatically, press the SPACEBAR to replace the number in this command area with blank spaces.
19. Press the COMMAND key to return to your document.
20. Press the PRINT key to begin to merge and print the documents. • Press the PRINT key <i>once</i> to print one letter at a time. • Press the PRINT key <i>twice</i> to print all the letters.
NOTE: To stop foreground merge and print, you would press the RESET key .

To Merge and Print in Background:	
1.	You can start either from the FOREWORD IDLE SCREEN or from the document of variable information .
2.	Press the COMMAND key to go to the COMMAND MENU.
3.	Position the cursor on the command, MERGE (MERGE a letter with an address file).
4.	Press the COMMAND key to go to the MERGE SCREEN.
5.	Place the cursor in the command area, print form letters on printer . . .
6.	Type in the number of the printer you will use.
7.	Position the cursor in the command area, MERGING the name/address file . . .
8.	Type the name of the document which contains the variable information. If you type less than six characters, press the TAB key to move the cursor to the next command area.
9.	If the name of the text area where the document of variable information is located is different from the one that ForeWord has filled in, type the correct name in the command area, in text area . . .
10.	Press the TAB key to move the cursor to the next command area.
11.	If the number of the disc drive where the document of variable information is located is different from the one that ForeWord has filled in, type the correct name in the command area, on drive # . . .

12. Press the TAB key to move the cursor to the next command area.
13. In the command area, with the letter file . . . type the name of the document with the body of the form letter. If you type <i>less</i> than six characters, press the TAB key to move the cursor to the next command area.
14. If the document with the body of the form letter is in a different text area than the one ForeWord has filled in, type the correct name in the command area, in text area . . .
15. Press the TAB key to move the cursor to the next command area.
16. If the number of the disc drive where the body of the form letter document is located is different from the one ForeWord has filled in, type the correct number in the command area, on disc # . . .
17. Press the TAB key to move the cursor to the next command area.
18. In the command area, using queue , type the number of the queue you want to use for the merging and printing process. The cursor will automatically move to the next command area.
19. If you want to use a different priority number, type the number in the command area, with a priority of . . .
20. If your system does not already have the queue and printer assigned to a background terminal, or if you want to change the automatic assignments, you must make the assignment. You would have to use the ASSIGN SCREEN as you would in regular background printing.
21. Press the COMMAND key to start the MERGE command. The documents will be placed in a queue to be merged and printed as soon as the printer is available.

To Print Envelopes for Form Letters:							
1.	Open the document of variable information .						
2.	Press the DELETE (DEL) key <i>two</i> times to remove the first entry separator symbol (\E) from the document. Do <i>not</i> remove any other separators.						
3.	Press the RELEASE (REL) key <i>two</i> times to release the document of variable information.						
4.	Open a new document to contain the switch symbol (■).						
5.	Set the PRINTER CONTROLS on the DOCUMENT DESCRIPTION SCREEN to the following: <table> <tr> <td>lines of text:</td><td>10</td></tr> <tr> <td>lines in top margin:</td><td>12</td></tr> <tr> <td>left margin offset:</td><td>54</td></tr> </table> NOTE: The numbers in the above command areas are only suggestions. You must decide what is most appropriate.	lines of text:	10	lines in top margin:	12	left margin offset:	54
lines of text:	10						
lines in top margin:	12						
left margin offset:	54						
6.	Press the COMMAND key to go to the first page of the switch document.						
7.	Press the CONTROL (CTRL) + LETTER S keys to place a switch symbol (■) at the left margin of the first line.						
8.	Press the RELEASE (REL) key <i>two</i> times to release the switch document.						
9.	Use the MERGE SCREEN to merge and print the document of variable information with the switch document. (Use the same procedure as merging a form letter.)						

To Print Address Labels for Form Letters:	
1.	Open the document of variable information .
2.	Press the DELETE (DEL) key <i>two</i> times to remove the first entry separator symbol (■). Do <i>not</i> remove any other entry separators.
3.	Press the RELEASE (REL) key <i>two</i> times to release the document of variable information.
4.	Open a new document to contain the switch symbol.
5.	Set the PRINTER CONTROLS on the DOCUMENT DESCRIPTION SCREEN to the following guide lines: Lines of text: as long as the longest address. Lines in top margin: as far as you want the address from the top of the label. Lines per page: number of lines from the top of the first label to the top of the next. Left margin offset: as far as you want the address from the edge of the paper.
6.	Press the COMMAND key to go to the first page of the switch document.
7.	Press the CONTROL (CTRL) + LETTER S keys to place a switch symbol (■) at the left margin of the first line.
8.	Press the RELEASE (REL) key <i>two</i> times to release the switch document.
9.	Use the MERGE SCREEN to merge and print the document of variable information with the switch document. Use the same procedure as merging a form letter.

Wide Documents

To Create a Wide Document:	
1.	Type the name of the new wide document on the FOREWORD IDLE SCREEN.
2.	Press the OPEN key to go to the DOCUMENT DESCRIPTION SCREEN of the new document.
3.	Position the cursor in the command area, type .
4.	You can make this a wide document (160 characters wide) or an extra-wide document (320 characters wide). • For a wide document, type the letter W in the command area, type. • For an extra-wide document, type the letter X in the command area, type. NOTE: You <i>cannot</i> change the document type code once you have entered the first page of the document.
5.	Press the COMMAND key to go to the first page of the document. The "Wide Document Ruler" will always appear in the top five lines of the screen.
6.	Type the document.

To Move the Cursor on Wide Documents:	
1.	Press the LEFT ARROW (←) key to move the cursor one position to the left. (Hold the key down for continuous movement.) The document will scroll horizontally to the right if you try to move the cursor beyond the edge of the screen.
2.	Press the RIGHT ARROW (→) key to move the cursor one position to the right. (Hold the key down for continuous movement.) The document will scroll horizontally to the left if you try to move the cursor beyond the edge of the screen.
3.	Press the SHIFT + LEFT ARROW (←) keys to move the cursor 20 characters to the left. The document may scroll horizontally to the right.
4.	Press the SHIFT + RIGHT ARROW (→) keys to move the cursor 20 characters to the right. The document may scroll horizontally to the left.
5.	Press the HOME key <i>one</i> time to move the cursor quickly to the left margin.
6.	Press the SHIFT + DOWN ARROW (↓) keys to move the cursor down the document. • The document scrolls four lines up on wide documents. • The document scrolls two lines up on the extra-wide documents.
7.	Press the SHIFT + UP ARROW (↑) keys to move the cursor up the document. • The document scrolls four lines down on wide documents. • The document scrolls two lines down on extra-wide documents.

Allowable Line Lengths with Wide Documents

These are the line lengths allowed on the standard printer (Model 8121).

When your document is in 12 pitch (elite):

If you use a left margin offset of:	Your right margin could be no larger than:
12	146 (default)
11	147
10	148
9	149
8	150
7	151
6	152
5	153
4	154
3	155
2	156
1	157
0	158

When your document is in 10 pitch (pica):

If you use a left margin offset of:	Your right margin could be no larger than:
12	120 (default)
11	121
10	122
9	123
8	124
7	125
6	126
5	127
4	128
3	129
2	130
1	131
0	132

There is a special wide-bed printer that can use paper 26½ inches wide which can be used for extra-wide documents.

Column Manipulation

To Mark the Width and Depth of a Column with Decimal Tabs:
1. Position the cursor on the decimal tab symbol (◀) that is in the first line of the column you wish to manipulate. This defines the top left corner of the column.
2. Press the BEGINNING POINTER (←) key to mark this position.
3. Move the cursor to the right until it lies over the decimal tab symbol (◀) on the right side of the column. This defines the width of the column.
4. Move the cursor downward until it is at the bottom of the column (bottom right corner). This defines the depth (vertical length) of the column.
5. Press the ENDING POINTER (→) key to mark this position.

To Clear a Column with Decimal Tabs:
1. Position the cursor on the decimal tab symbol (◀) that is in the first line of the column you wish to manipulate. This defines the top left corner of the column.
2. Press the BEGINNING POINTER (←) key to mark this position.
3. Move the cursor to the right until it lies over the decimal tab symbol (◀) on the right side of the column. This defines the width of the column.
4. Move the cursor downward until it is at the bottom line of the column (the bottom right corner). This defines the depth (vertical length) of the column.
5. Press the ENDING POINTER (→) key to mark this position.
6. Press the CODE key then the CLEAR MARK key to clear the column. All the text will be cleared, but the decimal tab stop will remain so that you can reenter new text using the DECIMAL (DEC) TAB key.

To Move a Column with Decimal Tabs:	
1.	Position the cursor on the decimal tab symbol (◄) that is in the first line of the column you wish to manipulate. This defines the top left corner of the column.
2.	Press the BEGINNING POINTER (←) key to mark this position.
3.	Move the cursor to the right until it lies over the decimal tab symbol (◄) on the right side of the column. This defines the width of the column.
4.	Move the cursor downward until it is at the bottom line of the column (the bottom right corner). This defines the depth (vertical length) of the column.
5.	Press the ENDING POINTER (→) key to mark this position.
6.	Position the cursor to indicate where the column is to be moved to. The cursor must be on the decimal tab symbol (◄) which will mark the top left corner of the moved column.
7.	Press the CODE key then the MOVE key to move the column.

To Copy a Column with a Decimal Tab:	
1.	Position the cursor on the decimal tab symbol (◄) that is in the first line of the column you wish to manipulate. This defines the top left corner of the column.
2.	Press the BEGINNING POINTER (←) key to mark this position.
3.	Move the cursor to the right until it lies over the decimal tab symbol (◄) on the right side of the column. This defines the width of the column.
4.	Move the cursor downward until it is at the bottom line of the column (bottom right corner). This defines the depth (vertical length) of the column.
5.	Press the ENDING POINTER (→) key to mark this position.
6.	Position the cursor to indicate where the column is to be copied to. The cursor must be on the decimal tab symbol (◄) which will mark the top left corner of the copied column.
7.	Press the CODE key then the INSERT (INS) key to copy the column.

To Delete a Column with Decimal Tabs:

1. Position the cursor on the **decimal tab** symbol (◄) that is in the first line of the column you wish to manipulate. This defines the top left corner of the column.
2. Press the **BEGINNING POINTER** (←) key to mark this position.
3. Move the cursor to the right until it lies over the **decimal tab** symbol (◄) on the right side of the column. This defines the width of the column.
4. Move the cursor downward until it is at the bottom line of the column (the bottom right corner). This defines the depth (vertical length) of the column.
5. Press the **ENDING POINTER** (→) key to mark this position.
6. Press the **CODE** key then the **DELETE (DEL)** key to delete the column.
The entire column will be deleted and the other columns will be moved over to the left to fill in the space.

To Create a Blank Column with Decimal Tabs:

1. Position the cursor on the **decimal tab** symbol (◄) that is in the first line of the column you wish to manipulate. This defines the top left corner of the column.
2. Press the **BEGINNING POINTER** (←) key to mark this position.
3. Move the cursor to the right until it lies over the **decimal tab** symbol (◄) on the right side of the column. This defines the width of the column.
4. Move the cursor downward until it is at the bottom line of the column (the bottom right corner). This defines the depth (vertical length) of the column.
5. Press the **ENDING POINTER** (→) key to mark this position.
6. Position the cursor to indicate where the column is to be copied to.
The cursor must be on the **decimal tab** symbol (◄) which will mark the top left corner of the copied column.
7. Press the **CODE** key then the **INSERT (INS)** key to copy the column. (Be sure there is room enough in the document to add another column.)
8. Repeat Steps 1-5 to define the copied column again.
9. Press the **CODE** key then the **CLEAR MARK** key to clear the copied column.
All the figures will be cleared, but the decimal tab stop will remain so you can reenter the new figures using the **DECIMAL (DEC) TAB** key.
10. Type in the new figures.

Password-Protected Documents

To Create a Document with Password Protection:
1. Open a new or existing document.
2. Go to the DOCUMENT DESCRIPTION SCREEN.
3. Position the cursor in the command area, password .
4. Type the six-character password. (When you type the password in the description, it displays and the cursor moves.)
5. Press the COMMAND key to attach the password to the document. (ForeWord will take you to the first page of the document.)

To Remove a Password from a Document (Using the INDEX):
1. Start from the FOREWORD IDLE SCREEN.
2. Position the cursor over the name of the document in the INDEX.
3. Press the PASSWORD (PASSW) key to prepare ForeWord to accept the password.
4. Type the six-character password. (The cursor will remain stationary as you type the password; no characters will appear on the screen.)
5. Press the OPEN key to open the document.
6. Press the COMMAND key <i>two</i> times to go to the DOCUMENT DESCRIPTION SCREEN.
7. Position the cursor over the first character of the password.
8. Press the SPACEBAR <i>six</i> times to replace the password with six spaces.
9. Press the COMMAND key to complete the removal of the password from the document.
10. The document is no longer password protected. It can be reopened, changed, or deleted in the usual manner.

To Remove Password Protection from a Document (Using the FOREWORD IDLE SCREEN):	
1.	Start from the FOREWORD IDLE SCREEN.
2.	Press the PASSWORD (PASSW) key to prepare ForeWord to accept the password.
3.	Type the six-character password. (The cursor will remain stationary; no characters will appear on the screen.)
4.	Type the name of the document.
5.	Press the OPEN key to open the document.
6.	Press the COMMAND key <i>two</i> times to go to the DOCUMENT DESCRIPTION SCREEN.
7.	Position the cursor over the first character of the password.
8.	Press the SPACEBAR <i>six</i> times to replace the password with six spaces.
9.	Press the COMMAND key to complete the removal of the password from the document.
10.	The document is no longer password protected. It can be reopened, changed, or deleted in the usual manner.

To Create a Document with Read-Only Protection:
1. Open a new or existing document.
2. Go to the DOCUMENT DESCRIPTION SCREEN.
3. Position the cursor on the command area, read-only .
4. Type the letter, Y. (The cursor will automatically move to the next command area.)
5. In the command area, password , type the six-character password.
6. Press the COMMAND key to attach the password to the document.

To Remove Read-Only Protection from a Document:
1. Open the read-only document with the correct password.
2. Go to the DOCUMENT DESCRIPTION SCREEN.
3. Position the cursor on the command area, read-only .
4. Replace the letter Y with the letter N.
5. Press the SPACEBAR <i>six</i> times to replace the password with six spaces.
6. Press the COMMAND key to complete the removal of the password from the document.

To Copy a Password-Protected Document:	
1.	Start from the FOREWORD IDLE SCREEN or from the document.
2.	Go to the COPY SCREEN.
3.	Press the PASSWORD (PASSW) key to prepare ForeWord to accept the password.
4.	Type the six-character password. (The cursor will remain stationary as you type the password; no characters will appear on the screen.)
5.	Type the name of the document you want to copy.
6.	If necessary, type the name of the text area.
7.	If necessary, type the name of the disc drive.
8.	Type the name of the copied document. (It must be different from the name of the password-protected document.)
9.	If necessary, type the name of the text area.
10.	If necessary, type the name of the disc drive.
11.	Type the number of the queue you want to use.
12.	If you need to, type a higher priority number.
13.	Press the COMMAND key to send the COPY command to the queue.
14.	The copied document will have the same password protection as the original.

Glossaries

To Create a Glossary and Put Entries in the Glossary:	
1.	Open a new document. Many people choose to name the glossary glos* (*: your initial) because it's easy to remember, and you can tell <i>your</i> glossary from other glossaries.
2.	Fill in the DOCUMENT DESCRIPTION SCREEN.
3.	Press the COMMAND key to go to the first page of the new document (the glossary).
4.	Type the identifier for the first entry in the glossary. The identifier can be 1 character to 79 characters long and can contain any character. It cannot contain a blank space or a null. Each entry identifier must be different from any other identifier in the glossary.
5.	Press the CHAPTER MARK (CHAPT) key to place a chapter mark (□) in column 81 of that line. (The cursor can be anywhere on the line.) NOTE: Each separate entry in the glossary must begin with a chapter mark (□). Then ForeWord knows where each entry begins and ends.
6.	Press the CURSOR RETURN key to place the cursor at the left margin and place a paragraph mark (↵) in column 81 of the next line. This tells ForeWord that the text is not part of the identifier.
7.	Type the text of the glossary entry. Each entry can be any amount of text, including multiple entries.
8.	Press the CURSOR RETURN key to place the cursor at the left margin after typing the entire text of the entry.
9.	Repeat Steps 1-7 for each glossary entry.
NOTE: ForeWord searches the glossary in sequence. Therefore, the most frequently used entries should be placed at the beginning of the glossary.	

To Attach a Glossary from the FOREWORD IDLE SCREEN:
--

- | |
|---|
| 1. Start from the FOREWORD IDLE SCREEN.
The glossary must be in the text area and disc drive you are currently using. |
| 2. Type the name of your glossary document. |
| 3. Press the GLOSSARY (GLSRY) key to attach the glossary to your terminal.
ForeWord will display a message on your screen to tell you the glossary is attached. |

To Attach a Glossary to a Terminal Using the INDEX:
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- | |
|--|
| 1. Start from the FOREWORD IDLE SCREEN. |
| 2. If the glossary <i>is</i> in the text area and disc drive you are now using, you do not have to do the following steps in #2.
If the glossary is <i>not</i> in the text area and disc drive you are now using, do the following steps. <ul style="list-style-type: none">• Type the name of the text area the glossary is in.• Do <i>not</i> type a space.• Type an @ sign.• Do <i>not</i> type a space.• Type the number of the disc drive the glossary is found on. For example, if the glossary was in text area "CLASS" on disc drive 1, you should type: CLASS@1 . |
| 3. Press the INDEX key to go to the INDEX. |
| 4. Position the cursor on the name of your glossary. |
| 5. Press the GLOSSARY (GLSRY) key to attach the glossary to your terminal.
ForeWord will display a message on your screen to tell you the glossary is attached. |
| 6. Press the RESET key to return to the FOREWORD IDLE SCREEN. |

To Attach a Password-Protected Glossary:	
1.	Start from the FOREWORD IDLE SCREEN.
2.	If the glossary <i>is</i> in your text area and disc drive, you do not have to follow the steps below under #2. If the glossary is <i>not</i> in your text area and disc drive, follow these steps. • Type the name of the text area the glossary is in. • Do <i>not</i> type a space. • Type an @ sign. • Do <i>not</i> type a space. • Type the number of the disc drive the glossary is in. For example, if the glossary is in text area "CLASS" on disc drive 1, you would type: CLASS@1.
3.	Press the INDEX key to go to the INDEX.
4.	Place the cursor on the glossary document name.
5.	Press the PASSWORD (PASSW) key to tell ForeWord you are going to enter the password.
6.	Type the password for the glossary document. All passwords are six characters long. It will not appear on the screen.
7.	Press the GLOSSARY (GLSRY) key to attach the glossary to your terminal.

To Insert Text from a Glossary to Conform to Margins and Tabs of Document:	
1.	The glossary must be attached to your terminal.
2.	Open the document you will type.
3.	Type until you reach the place where you want to insert the glossary entry.
4.	Type the unique identifier (name) of the entry you want to insert from the glossary.
5.	Press the GLOSSARY (GLSRY) key to insert the glossary entry. The inserted text will have the same margins and tabs as the document you have on your screen.
6.	Continue typing the text. You can make as many insertions from the glossary as you want to by following Steps 3-5 above.

To Insert Text from a Glossary Using the Margins and Tabs of the Glossary:	
1.	The glossary must be attached to your terminal.
2.	Open the document you will type.
3.	Type until you reach the place where you want to insert the glossary entry.
4.	Press the CURSOR RETURN key <i>once</i> to place the cursor at the left margin. You must do this because you are using the margins and tabs of the glossary entry.
5.	Type the identifier of the glossary entry.
6.	Press the CODE key then the GLOSSARY (GLSRY) key to insert the glossary and keep the margins and tabs of the glossary entry. The text you type after this will also have these margins and tabs unless you change them back to those of the original document.
NOTE: If the glossary entry you inserted has margins and tabs different from the document you are typing, you must return to the original margins and tabs of the document. To do this, follow Steps 7-10.	
7.	Press the MARGIN SET key to go to the SET MARGINS AND TABS SCREEN.
8.	Set the margins and tabs to those originally in the document.
9.	Press the MARGIN SET key to return to the document.
10.	Continue typing the text.

To Insert a Glossary Entry Into Already-Typed Text:	
1.	The glossary must be attached to your terminal.
2.	Open the document you want to insert text into.
3.	Place the cursor at the point where you want to insert the glossary entry.
4.	Press the CONTROL (CTRL) + LETTER O keys to open up a space in the text.
5.	You can now insert the entry so it will conform to the margins and tabs of the document, or so it will keep the margins and tabs it has in the glossary.
	To insert a glossary entry to conform to the margins and tabs of the document: • Type the identifier of the glossary entry. • Press the GLOSSARY (GLSRY) key.
	To insert a glossary entry and keep the margins and tabs of the document: • Press the CURSOR RETURN key. • Type the identifier of the glossary entry. • Press the CODE key then the GLOSSARY (GLSRY) key.
6.	Press the CONTROL (CTRL) + DELETE (DEL) keys to rewrap the text and close up any unused text.
NOTE: • ForeWord searches the glossary starting with the first entry. Therefore you should place those entries you will use often at the beginning of the glossary. • Only one CONTROL-O is necessary, regardless of the size of the entry from the glossary.	

Keystroke Memory

To Write a Keystroke Memory Sequence:	
1.	Decide exactly what you want to accomplish with the keystroke memory sequence.
2.	Write down on a separate piece of paper each step required to complete the task. These steps must include: • Single and combined keystrokes • Typed characters • Special commands
3.	Translate the steps into code names ForeWord can recognize. To do this, refer to the Code Name table.
4.	Choose an appropriate, unique, one-character identifier. This can be either an upper- or lowercase letter, a number, or symbol found on the regular keyboard. The identifier <i>cannot</i> already be used as an identifier in your glossary.
5.	Go to the document you are using as a glossary.
6.	Go to the bottom of the glossary or open up a workspace at the appropriate place within the glossary.
7.	Type the identifier (single character).
8.	Press the CHAPTER MARK (CHAPT) key to place a chapter mark (□) in column 81 of the line with the identifier.
9.	Type a short description of what the sequence will do. Enclose the description within square brackets.
10.	Type the sequence using either upper- or lowercase letters. Enclose characters that will be typed within single quotes.
11.	Press the RELEASE (REL) key <i>two</i> times to release the document.
12.	Test the sequence. If there is a problem, check each step to see that you've done it correctly.
NOTE: Keystroke memory sequences can be no longer than 700 characters.	

Sample Keystroke Memory Sequence

Steps in Task	Keystrokes	Code Names
1. Start from the FOREWORD IDLE SCREEN, type the name of the document.		
2. Open the document.	Press the OPEN key.	OPEN
3. In the command area, originator , type the name of the originator.	Type: J. JONES	'J. JONES'
4. Move the cursor to the next command area, dept.	Press the TAB key <i>one</i> time.	TAB
5. Type the name of your department.	Type: ACCNTG	'ACCNTG'
6. Move the cursor to the next command area, operator id.	Press the TAB key <i>one</i> time.	TAB
7. Type your initials (in lowercase letters).	Type: jm	'jm'
8. Move the cursor back to the command area, description.	Press the UP ARROW (↑) key <i>one</i> time.	UP
9. Type in the description of the document.		

To Place a Keystroke Memory Sequence Into a Glossary:	
1.	Write down the keystroke memory sequence.
2.	Choose an appropriate, unique, one-character identifier. The most common identifier is <i>one</i> lowercase letter. The identifier <i>cannot</i> already be used in your glossary.
3.	Go to the glossary.
4.	Type the identifier.
5.	Press the CHAPTER MARK (CHAPT) key to place a chapter mark (□) in column 81 of the line with the identifier.
6.	Press the CURSOR RETURN key to position the cursor on the line under the identifier.
7.	If you want to include a short description of the purpose of the keystroke memory sequence, enclose it in square brackets. Both square brackets are located on the key next to the LETTER P (uppercase) key. A printer with a metal printwheel cannot print square brackets.
8.	Type the keystroke memory sequence. (Use uppercase letters.)
9.	Press the RELEASE (REL) key <i>two</i> times to release the document.
10.	Test the keystroke memory sequence. If it doesn't work properly, check each command in the sequence, then go over the steps listed above.

Codes Name To Create Keystroke Memory Sequences

Keystroke	Code Name	Code Name with Shift Key	Code Name with Control Key
UP ARROW (↑) key	UP	S/UP	C/UP
DOWN ARROW (↓) key	DOWN	S/DOWN	C/DOWN
LEFT ARROW (←) key	LEFT	S/LEFT	C/LEFT
RIGHT ARROW (→) key	RIGHT	S/RIGHT	C/RIGHT
BEGINNING POINTER (←) key	BEGIN		
ENDING POINTER (→) key	END		
CENTER key	CENTR		
CHAPTER MARK key	CHAPT		
CLEAR MARK key	CLEAR		
CODE key	CODE		
COMMAND key	COMMAND		
CONTROL key + LETTER O key			C/O
CONTROL key + LETTER P key			C/P
CONTROL key + LETTER R key			C/R
CONTROL key + LETTER V key			C/V
CURSOR RETURN key	RETURN		
DECIMAL TAB key	DECTAB		
DELETE key	DEL	S/DEL	C/DEL
GLOSSARY key	GLSRY		
HOME key	HOME	S/HOME	C/HOME
HYPHEN key	HYPHN		
INDEX key	INDEX		
INSERT key	INS	S/INS	C/INS
LINE EDIT key	EDIT		
MARGIN SET key	MARGN		
MATH key	MATH		
MOVE key	MOVE		
NEW PAGE key	NEW		
OPEN key	OPEN		
PAGE DOWN key	PAGE		
PARAGRAPH MARK key	PARA		
PASSWORD key	PASSW		
PRINT key (print one page)	PRINT		
PRINT key (print continuously)	PRINTC		
RELEASE key	REL		
RESET key	RESET		
RETURN key	RETURN	S/RETURN	C/RETURN
TAB key	TAB	S/TAB	C/TAB
TRANSFER key	XFER		
UPPER CASE key	UPPER		

Special Commands Not on Keyboard	
Command	Code Name
Pause for keyboard input	PAUSE
Resume command sequence	RESUME
Sound warning beep	BEEP
Save the cursor	SAVCUR
Set the cursor	SETCUR
Save the pointer	SAVPTR
Set the pointer	SETPTR

Command Screens Used With Keystroke Memory

Name of Screen	Code Name
ASSEMBLE SCREEN	ASSE
ASSIGN SCREEN	ASSI
BROADCAST SCREEN	BROA
CANCEL SCREEN	CANC
COMMUNICATION SCREEN	COM
COPY SCREEN	COPY
DELETE SCREEN	DEL
DISPLAY SCREEN	DISP
FIND SCREEN	FIND
FORMAT SCREEN	FORM
DOCUMENT DESCRIPTION SCREEN	DESC
HELP SCREEN	HELP
INDEX SORT SCREEN	INDE
INSPECT SCREEN	INSP
LINE SCREEN	LINE
MATH SCREEN	MATH
MERGE SCREEN	MERG
PRINT SCREEN	PRIN
RESTART SCREEN	REST
SEARCH SCREEN	SEAR
STATISTICS SCREEN	STAT
TERMINAL SCREEN	TERM

Managing Text Areas

To Rearrange an INDEX:	
1.	Start from the FOREWORD IDLE SCREEN.
2.	Go to the INDEX SORT SCREEN.
3.	If you need to, type the name of the text area that contains the INDEX you want to sort (rearrange).
4.	If you need to, type in the number of the disc drive that the disc is in.
5.	Press the COMMAND key to sort (rearrange) the INDEX.
6.	When the INDEX has been sorted, ForeWord will return you to the FOREWORD IDLE SCREEN.

To Change the Name of a Document:	
1.	Start from the FOREWORD IDLE SCREEN.
2.	Go to the RENAME SCREEN.
3.	Type the name of the document whose name you want to change.
4.	If necessary, type the name of the text area where the document is located.
5.	If necessary, type the name of the disc where the document is stored.
6.	Type the new name of the document. NOTE: The following are rules for naming a new document: • You can use from one to six characters. • You can use any mixture of uppercase and lowercase letters, numbers, and certain special characters. • You <i>cannot</i> use a number as the first character. • You <i>cannot</i> use any spaces in the name. • You <i>cannot</i> use a comma (,), a period (.), a special symbol on the LETTER N key, or an at sign (@). • You <i>can</i> use a slash (/), number sign (#), dash (-), or colon (:).
7.	Press the COMMAND key to rename the document.
8.	Press RESET to exit from the RENAME SCREEN.

To Delete a Document from a Text Area (Using the FOREWORD IDLE SCREEN):
1. Start from the FOREWORD IDLE SCREEN.
2. Type the name of the document you want to delete.
3. Press the DELETE (DEL) key to start the delete process.
4. Either finish deleting the document or stop the delete process. • To delete the document, press the CONTROL (CTRL) + DELETE (DEL) keys. • To abort (stop) the delete process and return to the FOREWORD IDLE SCREEN, press the RESET key.

To Delete a Document from a Text Area (Using the INDEX):
1. Start from the INDEX of the text area that contains the document you want to delete. (If necessary, start from the FOREWORD IDLE SCREEN, type the name of the text area and location of the disc, then press the INDEX key.)
2. Position the cursor on the name of the document you want to delete.
3. Press the DELETE (DEL) key to begin the delete process.
4. Either finish deleting the document or stop the delete process. • To finish deleting the document, press the CONTROL (CTRL) + DELETE (DEL) keys. • To abort (stop) the delete process and return to the FOREWORD IDLE SCREEN, press the RESET key.

To Delete a Document from a Text Area (Using the DELETE SCREEN):
1. Start from the FOREWORD IDLE SCREEN.
2. Go to the DELETE SCREEN.
3. Type the name of the document you want to delete.
4. If necessary, type the name of the text area the document is located in.
5. If necessary, type the name of the disc drive the disc is in.
6. (OPTIONAL) Type the number of the queue you want to use.
7. (OPTIONAL) If you need to, type a higher priority level.
8. Press the COMMAND key to send the document to the queue to be deleted by ForeWord later.
9. You can either have ForeWord complete the delete process or stop the deletion. • To complete the deletion, press the COMMAND key again. • To abort (stop) the deletion, press the RESET key.

To Change Text Areas:
1. Start from the FOREWORD IDLE SCREEN.
2. Type the name of the text area to which you want to go.
3. Press the INDEX key to go to the target text area.
4. Press the RESET key to return to the FOREWORD IDLE SCREEN.
ForeWord will place the name of the text area in the lower left corner of the FOREWORD IDLE SCREEN. You will remain in this text area until you change it or the system is shut down at the end of the working day.

To Change to a Text Area That Is on Another Disc Drive:
1. Start from the FOREWORD IDLE SCREEN.
2. Type the name of the text area. (Do <i>not</i> type a space.)
3. Type an @ sign. (Do <i>not</i> type a space.)
4. Type the number of the drive the disc is in. (For example: TXAREA@0 or ACCNT@1 or COMPUT@3)
5. Press the INDEX key to go to the INDEX of the text area.
6. Press the RESET key to go to the FOREWORD IDLE SCREEN.
The name of your present text area and the number of the disc drive will be in the lower left corner of the FOREWORD IDLE SCREEN. You will remain in the text area until you change it or the system is shut down at the end of the working day.

To Store a Document in "ARCHIV" [Using the TRANSFER (XFER) Key]:
1. Start from the FOREWORD IDLE SCREEN.
2. Press the INDEX key to go to the INDEX of the text area you're working in.
3. Position the cursor on the name of the document that you want to store in "ARCHIV."
4. Press the TRANSFER (XFER) key to send the document to "ARCHIV."
5. If a document by the same name already exists in "ARCHIV" storage, you will get a message that says the document is already stored in "ARCHIV." You can do one of two things: • To abort (stop) the TRANSFER command, press the RESET key. • To transfer the new document into "ARCHIV" (and delete the old document that was stored in "ARCHIV"), press the TRANSFER (XFER) key again.

To Store a Document in "ARCHIV" (Using the COPY SCREEN):	
1.	Start from the FOREWORD IDLE SCREEN.
2.	Go to the COPY SCREEN.
3.	Type the name of the document to be transferred into "ARCHIV."
4.	If necessary, type the name of the text area the document is located in.
5.	If necessary, type the name of the disc drive the disc is in.
6.	Type the name of the document again (the same name you used in Step 3).
7.	Type the name, ARCHIV
8.	If necessary, type the name of the disc drive the disc (with "ARCHIV") is in.
9.	(OPTIONAL) Type the number of the queue you want to use for the transfer.
10.	(OPTIONAL) If you need to, change the priority level.
11.	Press the COMMAND key to send the transfer request into queue.

To Retrieve a Document Stored in "ARCHIV" [Using the TRANSFER (XFER) Key]:	
1.	Be sure the document does <i>not</i> exist in your working text area.
2.	Start from the FOREWORD IDLE SCREEN.
3.	Type the text area name, ARCHIV
4.	Press the INDEX key to go to the "ARCHIV" INDEX.
5.	Position the cursor on the name of the document you want to retrieve.
6.	Press the TRANSFER (XFER) key to transfer the document into your working text area.
7.	The document still exists in "ARCHIV." You can do one of two things: • Leave it there and automatically delete it the next time you transfer the edited document back into "ARCHIV." • Delete it from "ARCHIV" (if you need more room).

To Retrieve a Document from “ARCHIV” (Using the COPY SCREEN):
1. Be sure the document is <i>not</i> in your working text area.
2. Start from the FOREWORD IDLE SCREEN.
3. Go to the COPY SCREEN.
4. Type the name of the document to be retrieved from “ARCHIV.”
5. Type: ARCHIV
6. If necessary, type the name of the disc drive the disc (with “ARCHIV”) is in.
7. Type the name of the document again (the same name you used in Step 4).
8. If necessary, type the name of your working text area.
9. If necessary, type the name of the disc drive the disc is in.
10. Type the number of the queue you want to use for transfer.
11. If you need to, change the priority level.
12. Press the COMMAND key to send the transfer request into queue.

To Retrieve a Password-Protected Document from “ARCHIV” Storage:
1. Be sure the document does <i>not</i> exist in your working text area.
2. Start from the FOREWORD IDLE SCREEN.
3. Type: ARCHIV
4. Press the INDEX key to go to the INDEX of “ARCHIV.”
5. Position the cursor on the name of the document you want to retrieve.
6. Press the PASSWORD (PASSW) key to prepare ForeWord to accept the password.
7. Type the six-character password.
8. Press the TRANSFER (XFER) key to transfer (copy) the document into your working text area.
9. The document still exists in “ARCHIV.” You can do one of two things: • Leave the document in “ARCHIV” and automatically delete it the next time you transfer the edited document back into “ARCHIV.” • Delete the document from “ARCHIV” (if you need more room).

To Delete a Document from "ARCHIV" [Using the DELETE (DEL) Key]:	
1.	Start from the FOREWORD IDLE SCREEN.
2.	Type the text area name, ARCHIV .
3.	Press the INDEX key to go to the INDEX of "ARCHIV."
4.	Position the cursor over the document that you want to delete.
5.	Press the DELETE (DEL) key to begin deleting the document from "ARCHIV."
6.	You can either finish the delete process or stop the delete process. • To finish deletion of the document, press the CONTROL (CTRL) + DELETE (DEL) keys. • To abort (stop) the deletion, press the RESET key.

To Delete a Document from "ARCHIV" (Using the DELETE SCREEN):	
1.	Start from the FOREWORD IDLE SCREEN.
2.	Go to the DELETE SCREEN.
3.	Type the name of the document stored in "ARCHIV" that you want to delete.
4.	Type: ARCHIV (the name of the text area).
5.	If necessary, type the number of the disc drive "ARCHIV" is on.
6.	Type the number of the queue that you want to use.
7.	If you want to, type a higher priority number.
8.	Press the COMMAND key to send the DELETE command to the queue.
9.	To complete the deletion, press the COMMAND key again.
10.	Now you can do one of two things: • To delete other documents from "ARCHIV," follow Steps 3-8. • To return to the FOREWORD IDLE SCREEN, press the RESET key.

To Get a Document Line Count:	
1.	Open your document.
2.	Press the COMMAND key <i>twice</i> to go to the COMMAND MENU SCREEN.
3.	Position the cursor on the command LINE (LINE and page count).
4.	Press the COMMAND key to go to the LINE COUNT SCREEN.
5.	Decide if you want to update the revision level. You can either <i>keep</i> the total revision count from the last time the line count was created, or restart the total count from the last time the line count was created. • To keep the total count since the document was created, leave the default setting (n). • To start the total count since the document was created, type a y.
6.	Decide if you want to reset the statistics. You can either keep the statistics which are currently on the screen or begin counting again. • To keep the statistics currently on your screen, leave the default setting (n). • To begin counting the statistics again, type a y.
7.	Press the COMMAND key to start the calculating process. • ForeWord displays the message LINE COUNT IN PROGRESS. • When the line count has been calculated, ForeWord takes you directly to the DOCUMENT DESCRIPTION SCREEN.
8.	Press the COMMAND key to retain the statistics and return to the document after you have looked at the STATISTICS.

Effects of Options on the LINE COUNT SCREEN

STATISTICS SECTION	Line Count Only	Line Count and Update Revision	Line Count and Reset Statistics	Line Count Update Revision Reset Statistics	Purpose
Times Accessed			Reset To Zero	Reset To Zero	Calculate the total number of times the document has been open (since the last RESET command).
Time Open			Reset To Zero	Reset To Zero	Calculate the total amount of time a document has been open (since the last RESET command).
Lines	Update	Update	Update	Update	Calculate the total number of lines in a document.
Output Lines	Update	Update	Update	Update	Calculate lines of text plus top margin plus pagination information.
Pages	Update	Update	Update	Update	Calculate the total number of pages in a document.
Lines Printed	Update	Update	Reset To Zero	Reset To Zero	Calculate the total number of lines that have been printed (since the last REVISION command).
Lines Changed	Update	Reset To Zero	Update	Reset To Zero	Calculate the total number of lines that have been changed (since the last REVISION command).
DATES SECTION					
Revision Number		Add 1 When Update Is Used		Add 1 When Update Is Used	Keep track of the total number of times that the UPDATE command has been used.
Revision Date		Update To Current Date		Update To Current Date	Display the date that the last UPDATE command was used.
Revision Time		Update To Current Time		Update To Current Time	Display the time that the last UPDATE command was used.
Last Accessed • date • time	Automatically Updated	Automatically Updated	Automatically Updated	Automatically Updated	Display the time and date that the document was last opened.

Character Printers and Line Printers

The Character Printer	The Line Printer
Features • Types one character at a time. • Is not as fast as a line printer. • Can yield very clear, high-quality print. • Prints either 12 pitch or 10 pitch.	Features • Types a whole line at a time. • Is very, very fast. • Does not have excellent print quality. • Prints <i>only</i> 10 pitch.
Printing Mechanisms • Printwheel: Has a type character on each spoke. • Ribbon cartridge: Can be fabric or carbon ribbon. Fabric ribbons are reusable. Carbon ribbons give the clearest print but cannot be reused. • Carrier: Holds the printwheel and ribbon cartridge and carries them back and forth to print in both directions.	Printing Mechanisms • 8149 contains type characters on a chain. • 8145 contains matrix-type printing printing device.
Paper Feeding Mechanisms • Manual (as with normal typewriter). • Single-sheet feeder. • Continuous paper.	Paper Feeding Mechanisms • Continuous paper only.

To Turn the Character Printer On or Off:

1. Be sure the printer is plugged in.
2. Set the **ON/OFF switch** on the back of the printer *up* to turn the power on.
3. Press the **RESET button** on the printer's control panel to clear the printer.
(The printwheel will spin, and the carrier may move to the left.)
4. Press the **READY button** on the printer's control panel to get the printer ready to print.
(The READY light will come on.)
5. When you need to turn the printer off, press the **RESET button** to clear the printer. (The printwheel spins, and the carrier may move to the left.) Do not turn the printer off if you are only between print jobs; the printer can remain online even when it is not printing.
6. Flip the **ON/OFF switch** on the back of the printer *down* to turn off the printer.

To Turn the 8149 Line Printer On or Off:

1. Be sure the printer is plugged in.
2. Set the **MAIN POWER switch** to **on** to be sure the power is on.
(The POWER ON light and READY light comes on.)
3. Press the **RUN switch** to prepare the printer to receive instructions from ForeWord (for example, put the printer "online").
(The RUN light turns on.)
4. If you need to replace paper in the line printer, press the **STOP switch** to take the printer "offline."
(The light goes on. The RUN light goes out.)
5. If you need to turn the power off, flip the **MAIN POWER switch** to **off**.

To Load Paper Into the 8149 Line Printer:

1. Press the STOP button to stop the line printer.
2. Turn the yoke lever <i>down</i> to open the yoke assembly. (The yoke assembly contains the ribbon and print chain.) The ALARM light should come on.
3. Pull the yoke assembly toward you (slowly).
4. Open the covers on all four tractor guides.
5. Press the HOME button to set the top of the page.
6. Pull the continuous paper upward from the paper feed box. • Use one hand to lift up the end of the continuous paper. • Reach over the yoke assembly and grasp the end of the paper. • Pull the paper high enough to go over the top pair of tractor guides. • Adjust tractors if necessary. • Line up the perforation with the paper-guide line.
7. Fit the paper over the top pair of tractor guides. • Place the holes of the paper over the teeth of each tractor. • Close both covers.
8. Close the yoke assembly (slowly) and latch it into place. • Push the yoke away from you. • When it clicks into place, turn the yoke lever <i>up</i>. • The ALARM light should go off.
9. Press the RUN switch to prepare the line printer for printing.

To Remove Paper from the 8149 Line Printer:

1. Press the **STOP button** to stop the printer.
2. Open the yoke assembly.
 - Turn the yoke lever *down*.
 - The ALARM light comes on.
 - Pull the yoke assembly towards you (slowly).
3. Open the four tractor covers.
4. Pull the paper down from the bottom of the printer.

To Turn the 8145 Line Printer On or Off:

1. Be sure the printer is plugged in.
2. Flip the **ON/OFF switch** to **on** to be sure the power is on.
(The POWER ON light comes on.)
3. Press the **ON LINE switch** to prepare the printer to receive instructions from ForeWord (for example, put the printer "online").
(The READY light comes on.)
4. If you need to replace paper in the line printer, press the **ON/LINE switch** to take the printer "offline."
(The READY light turns off.)
5. If you need to turn the power off, flip the **MAIN POWER switch** to **off**.

To Load Paper Into the 8145 Line Printer:
1. Press the ON LINE button to stop the line printer.
2. Move the RIBBON RELEASE lever to the “open” position. This moves the ribbon away from the print mechanism.
3. Open the covers on both tractor guides.
4. Pull the continuous paper upward from the paper feed box. • Feed the paper up through the paper guide slot in the bottom of the printer. • Pull the paper high enough to go over the tractor guides. • Line up the tear-line crease just below the ribbon.
5. Press the top FORM button to set the top of the page.
6. Fit the paper over the tractor guides. • Place the holes of the paper over the teeth of each tractor. • Close both covers.
7. Move the RIBBON RELEASE lever to the “closed” position to move the ribbon back against the print mechanism.
8. Press the ON LINE button to prepare the line printer for printing. The READY light will come on.

To Remove Paper from the 8145 Line Printer:
1. Press the ON LINE button to stop the printer. The READY light will turn off.
2. Move the RIBBON RELEASE lever to the “open” position to move the ribbon away from the print mechanism.
3. Open the covers on both tractor guides.
4. Pull the paper down from the bottom of the printer.

To Set Up a Printer with a Single-Sheet Feeder:	
1.	Flip the ON/OFF switch on the printer <i>up</i> to be sure the printer is on. (The red light will flash to indicate power is on.)
2.	Be sure the single-sheet feeder is loaded with paper. If the feed tray is empty or you need to add more paper, follow these steps: • Lift the hold-down bar. • Slip the fresh paper under the paper in the feed tray. • Lower the hold-down bar.
3.	Turn the platen knob to align the top edge of the page under the bail, just as you would with a standard typewriter. Do <i>not</i> turn the platen backwards—it could cause a paper jam.
4.	Press the FEEDER RESET button on the left side of the feeder.
5.	Press the PRINTER RESET button on the control panel of the printer.
6.	Press the READY button on the control panel of the printer to prepare the printer to receive instructions from ForeWord. (The red indicator light will come on.)

To Load Paper Into the Single-Sheet Feeder When It Runs Out:	
1.	If the alarm is beeping, press the FEEDER RESET button to stop the alarm.
2.	Lift up the hold-down bar in the feed tray. • Lift it at both ends. • Pull it up until both the left and right ends snap into the “up” position.
3.	Insert a fresh stack of paper.
4.	Lower the hold-down bar. • Press down on each end of the hold-down bar. • Press until both ends unsnap from the “up” position.
5.	Turn the platen knob to hand turn the first page through. Do <i>not</i> turn the platen backwards—it could cause a paper jam.
6.	Stop turning the platen as soon as the paper bail closes on top of the paper. The red light will stop flashing when the paper bail closes.
7.	Press the READY button on the control panel of the printer to ready the printer. The printer will continue printing at the correct page.

To Load Paper Into the Continuous Paper Feeder:
1. Pull the top paper guide rack toward you to its "open" position. This puts pressure on the paper rollers under the platen so you can load the paper.
2. Load the continuous paper. • Feed the paper between the top two paper guide racks, and under the metal scale until it is held by the platen and pressure rollers. • Turn the platen knob until the paper comes up under the paper bail.
3. Push the top paper guide down to its "closed" position. This takes the pressure off the platen rollers so you can pull the paper up.
4. Fit the paper into the tractor guides. • Open the cover on each tractor. • Place the holes in the paper over the teeth of each tractor guide. • Close the cover on each tractor.
5. Check to see that the tractors are pulling the paper. • Turn the platen knob so that the paper moves upward through the tractors.
To Remove Continuous Paper:
6. Open both gates of the tractor guides.
7. Pull the paper <i>backwards</i> out of the platen.

To Adjust the Continuous Paper Feeder:
1. Turn the horizontal adjustment lever down to loosen the right tractor so you can slide it along the bar.
2. Slide the tractor along the bar to the correct position for the size of continuous paper.
3. When the tractor is correctly placed, turn the horizontal adjustment lever up, to tighten the tractor.
4. Place the holes on both sides of the paper over the teeth of each tractor. You may have to readjust the position of the right tractor slightly for perfect fit.

Printing

To Print a Document in Foreground:	
1.	Open the document.
2.	Press the COMMAND key to go to the COMMAND MENU SCREEN.
3.	Place the cursor on the command ASSIGN (ASSIGN a printer or a queue).
4.	Press the COMMAND key to go to the ASSIGN SCREEN.
5.	In the command area Foreground printing , type the number of the printer you will use. This assigns a printer to your terminal. (You can leave the terminal number blank if you are typing from your own terminal.)
6.	Press the COMMAND key to return to the document.
7.	Position the cursor at the place where you want the printer to begin.
8.	Press the PRINT key to print the document. • To print <i>one</i> page, press the PRINT key <i>one</i> time. • To print <i>all</i> the pages, press the PRINT key <i>two</i> times.
9.	If the printer doesn't start immediately, it may need to be reset. Check the indicator lights for any problems (such as paper out, ribbon out), then press the RESET button .
10.	Release the document after it has printed.

To Interrupt the Printer (During Foreground Printing) Without Disturbing the Line Count:

- | |
|---|
| 1. Press the SPACEBAR <i>one</i> time to stop the printer. |
| 2. Make any necessary corrections. You can: <ul style="list-style-type: none">• Move the cursor to correct an error in the text.• Change the ribbon. |
| 3. Be sure the cursor is positioned on the line where you stopped the printer. |
| 4. Press the PRINT key to continue printing. <ul style="list-style-type: none">• Press it <i>once</i> to finish the page.• Press it <i>twice</i> to print to the end of the document. |

To Stop the Printer (During Foreground Printing) In Order to Print the Page Over Again (and Set the Line Count to Zero):

- | |
|--|
| 1. Press the RESET key on the terminal to stop the printer and eject the paper. |
| 2. Make any necessary adjustment: <ul style="list-style-type: none">• Move the cursor to correct an error in the text.• Change a ribbon.• Clear a paper jam. |
| 3. If necessary, position the paper to the next fresh page. |
| 4. Position the cursor at the line where you want the printer to begin. |
| 5. Press the PRINT key to start printing. <ul style="list-style-type: none">• Press it <i>once</i> to print one page.• Press it <i>twice</i> to print all pages. |

General Procedures for Printing a Document in Background:	
What to Do	How to Do It
Procedure A: Choose the correct queue	Find out which queue is used for which type of document.
Procedure B: Choose the correct terminal	Find out which background terminals (and their numbers) are available for each queue.
Procedure C: Choose the correct printer	Find out which printers (and their numbers) are available.
Procedure D: Choose the printer	Check the printer that you want to use. It must be free, and have the correct paper loaded.
Procedure E: Set up the DOCUMENT DESCRIPTION SCREEN	Check the DOCUMENT DESCRIPTION SCREEN to see that the printer controls are set up correctly for the printer.
Procedure F: Assign the queue, printer and background terminal	If it has not already been done, go to the ASSIGN SCREEN and connect the correct queue and printer to the correct background terminal.
Procedure G: Set up the PRINT SCREEN	Go to the PRINT SCREEN. Fill out the necessary information. Press the COMMAND key when everything is ready to go.
Procedure H: Look at documents in a queue	If you need to see which documents are in a queue, go to the DISPLAY SCREEN.
Procedure I: Remove a document from a queue	If you need to cancel your printing instructions, go to the CANCEL SCREEN.
Procedure J: Stop the printer during background printing	If you need to stop the printer, press the RESET button on the printer. Then go to the RESTART SCREEN to restart the printer.

To Assign a Queue, Background Terminal, and Printer:	
1.	Begin at the FOREWORD IDLE SCREEN.
2.	Go to the ASSIGN SCREEN.
3.	Position the cursor on the command area Background Printing: Assign printer # .
4.	Type the number of the printer you will use. (The cursor will move to the next command area.)
5.	Type the number of the background terminal you will use. (The cursor will move to the next command area.)
6.	Type the number of the queue you will use. (The cursor will move to the next command area.)
7.	Type the number of the background terminal you will use. (It must be the same background terminal number you used above.) (The cursor will move to the next command area.)
8.	If you are going to use a single-sheet feeder on the printer you have chosen, type the printer number in this command area.
9.	When all the information has been entered, you can either complete the assignments or change your mind and <i>not</i> make the assignments. • To have Foreword make all the assignments you set up, press the COMMAND key. ForeWord makes the assignments. • To change your mind and not make the assignments, press the RESET key. ForeWord will <i>not</i> make the assignments.

To Set Up a Document on the PRINT SCREEN:	
1.	Start either from the document or the FOREWORD IDLE SCREEN.
2.	Go to the PRINT SCREEN.
3.	If you want more than one copy of the document printed, you must: - Press the UP ARROW (↑) key to position the cursor in the command area PRINT . . . copy(ies). - Type the number of copies you want.
4.	The name of the document you want to print must be in the next command area. - If you came to the PRINT SCREEN from the document, ForeWord already entered the name. Press the TAB key to go to the next command area. - If you came to the PRINT SCREEN from the FOREWORD IDLE SCREEN or from the COMMAND MENU SCREEN (when not in a document), you must type the name of the document.
5.	If necessary, type the name of the text area in which the document is located. (Press the TAB key to position the cursor in the next command area.)
6.	If necessary, type the name of the disc drive on which the document is located. (Press the TAB key to position the cursor in the next command area.)
7.	Leave the command area on printer blank. (Press the TAB key to move the cursor to the next command area.)
8.	Type the number of the queue that you want to place this document in. (The cursor moves to the next command area.)
9.	If you want to use a priority other than 9, type it into this area. (The cursor moves to the next command area.)
10.	To keep the document after it is printed, leave then (no) in this command area. To <i>delete</i> the document after it is printed, type y (yes).
11.	When you have entered all the information you can, tell ForeWord to place this document into the correct queue, or you can change your mind and <i>not have the document printed</i>. - To have the document placed in a queue to be printed, press the COMMAND key, then the RESET key to return to the FOREWORD IDLE SCREEN. If the printer is not busy, the document is printed immediately. The PRINT SCREEN remains in place (until you press the RESET key) so you can send another document to queue immediately. - To change your mind and <i>not</i> print the document, press the RESET key to return to the document or to the FOREWORD IDLE SCREEN.

To Cancel a Document That Is in a Queue:

1. Start from the FOREWORD IDLE SCREEN.
2. Go to the CANCEL SCREEN (CANCEL jobs in a queue).
3. If the document you want to cancel is in a queue other than Queue 1, type the number of the queue the document is in.
4. Press the **COMMAND key** to have ForeWord display the contents of the queue.
5. Position the cursor on the name of the document you want to cancel from the queue.
6. Press the **COMMAND key** to cancel the document.
7. Repeat Steps 4 and 5 for each document you want to cancel.
8. Press the **RESET key** to return to the FORWORD IDLE SCREEN.

To Start and Stop the Printer During Background Printing:

1. Press the **RESET button** on the printer to stop the printer.
2. Make the necessary correction (that is, clear a paper jam, replace the ribbon cartridge, and so on).
3. Adjust the paper to the top edge of a fresh page.
4. Go to the RESTART SCREEN from the FOREWORD IDLE SCREEN.
5. Type the number of the background terminal that was connected to the printer when you stopped it.

The page number that was being printed is on the top of the screen along with the numbers of the background terminal and printer which were connected. ForeWord counts either new page marks (□) or each set of 56 lines to calculate the page number.
6. If you want to resume typing at a page number *other* than the number on the screen, type the page number you want.

If you type a page number that is higher than the number of pages in the document, the **RESTART** command is canceled.
7. Press the **COMMAND key** to tell ForeWord to resume printing.
8. Return to the printer and press the **READY button**.

The printer starts at the top of the page you indicated on the RESTART SCREEN.

To Print a Portion of a Document in Background:
1. Go to the ASSIGN SCREEN and type in the necessary information.
2. Press the COMMAND key to tell ForeWord to make the connection that you set up on the ASSIGN SCREEN. NOTE: Steps 1 and 2 may have been done previously.
3. Open the document to be printed.
4. Position the cursor on the first line where you want to begin printing.
5. Press the BEGINNING POINTER (←) key to mark this position.
6. Position the cursor on the last line that you want to print.
7. Press the ENDING POINTER (→) key to mark this position.
8. Go to the PRINT SCREEN and enter the necessary information.
9. Press the COMMAND key to tell ForeWord to send your bracketed document to queue. It will begin printing the portion of the document that you have selected as soon as the printer is available.

Math Package

Basic Procedure to Perform a Math Operation:	
1.	Open the document with the numbers you want to add, subtract, multiply, or divide.
2.	Place the cursor in the proper position.
3.	Press the MATH key to tell ForeWord you want to use the Math Package.
4.	Press the proper NUMBER or LETTER key to tell ForeWord which operation you want to perform.
5.	Repeat Steps 2-4 as often as necessary.

Keys Used After the MATH key:	
Operation	Character key pressed after the MATH key
To <i>add</i> the number under the cursor to the value in the active Accumulator.	Press the LETTER A key.
To <i>subtract</i> the number under the cursor from the value in the active Accumulator.	Press the LETTER S key.
To <i>multiply</i> the number under the cursor by the value in the active Accumulator.	Press the LETTER M key.
To <i>divide</i> the number under the cursor by the value of the active Accumulator.	Press the LETTER D key.
To display the <i>total</i> value of the active Accumulator.	Press the LETTER T key.
To <i>clear</i> (return to 0.00) the value of the active Accumulator. (This is similar to the CLEAR key on a calculator.)	Press the LETTER C key.
To <i>clear</i> the old value of the active Accumulator <i>then place</i> the number under the cursor into the clear active Accumulator.	Press the LETTER P key.
To <i>verify</i> that the number under the cursor is the same as the value of the active Accumulator.	Press the LETTER V key.
To tell ForeWord you want to use Accumulator-1.	Press the NUMBER 1 key.
To tell ForeWord you want to use Accumulator-2.	Press the NUMBER 2 key.
To tell ForeWord you want to use Accumulator-3.	Press the NUMBER 3 key..

To Place the Cursor Correctly for Math Operations:	
Operation	Correct Cursor Position
To <i>add</i> a number.	Place the cursor anywhere on the number to be added.
To <i>subtract</i> a number.	Place the cursor anywhere on the number to be subtracted.
To <i>divide</i> a number.	Place the cursor anywhere on the number to be divided.
To <i>multiply</i> a number.	Place the cursor anywhere on the number to be multiplied.
To have ForeWord display the <i>total</i> of the active Accumulator.	Place the cursor in the position where you want the decimal point in the total.
To <i>clear</i> an Accumulator <i>and place</i> a new value into the Accumulator.	Place the cursor anywhere on the number to be entered in the Accumulator.
To <i>clear</i> an Accumulator to 0 (zero).	Place the cursor anywhere in the document.
To specify an active Accumulator.	Place the cursor anywhere in the document.

To Add Numbers:
1. Type the document which contains the numbers you want to add.
2. Position the cursor on the first number to be added.
3. Press the MATH key to tell ForeWord you want to use the Math Package.
4. Press the LETTER P key (either upper- or lowercase) to tell ForeWord to <i>clear</i> the Accumulator <i>and place</i> the first number in the Accumulator.
5. Position the cursor on the next number to be added.
6. Press the MATH key to tell ForeWord you want to use the Math Package.
7. Press the LETTER A key (either upper- or lowercase) to tell ForeWord to add the number to the Accumulator.
8. Repeat Steps 5-7 for each number you want to add.

To Subtract Numbers:
1. Type the document which contains the numbers you want to subtract.
2. Position the cursor on the first number to be subtracted from.
3. Press the MATH key to tell ForeWord you want to use the Math Package.
4. Press the LETTER P key (either upper- or lowercase) to tell ForeWord to <i>clear</i> the Accumulator <i>and place</i> the first number in the Accumulator.
5. Position the cursor on the number you will subtract from the first number.
6. Press the MATH key to tell ForeWord you want to use the Math Package.
7. Press the LETTER S key (either upper- or lowercase) to tell ForeWord to subtract the number under the cursor from the value in the Accumulator.
8. Position the cursor where you want the decimal point to appear in the total.
9. Press the MATH key then the LETTER T key (either upper- or lowercase) to display the total.
10. Repeat Steps 6-8 for each number you want to subtract from the value in the Accumulator.

To Multiply Numbers:
1. Type the document which contains the numbers you want to multiply.
2. Position the cursor on the first number to be multiplied.
3. Press the MATH key to tell ForeWord you want to use the Math Package.
4. Press the LETTER P key (either upper- or lowercase) to tell ForeWord to <i>clear</i> the Accumulator and <i>place</i> the first number in the Accumulator.
5. Position the cursor on the number you will multiply by the value of the active Accumulator.
6. Press the MATH key to tell ForeWord you want to use the Math Package.
7. Press the LETTER M key (either upper- or lowercase) to tell ForeWord to multiply the value of the active Accumulator by the number under the cursor.
8. Repeat Steps 6 and 7 for each number you want to multiply by the value of the Accumulator.
9. Position the cursor in the position where you want the decimal point of the total to appear.
10. Press the MATH key then the LETTER T key (either upper- or lowercase) to display the total of the active Accumulator.

To Divide Numbers:
1. Type the document which contains the numbers you want to divide.
2. Position the cursor on the first number to be divided.
3. Press the MATH key to tell ForeWord you want to use the Math Package.
4. Press the LETTER P key (either upper- or lowercase) to tell ForeWord to <i>clear</i> the Accumulator and <i>place</i> the first number in the Accumulator.
5. Position the cursor on the number by which you will divide the first number.
6. Press the MATH key to tell ForeWord you want to use the Math Package.
7. Press the LETTER D key (either upper- or lowercase) to tell ForeWord to divide the value of the active Accumulator by the number under the cursor.
8. Position the cursor where you want the decimal point of the total to appear.
9. Press the MATH key then the LETTER T key (either upper- or lowercase) to display the total of the Accumulator.

To Specify the Accumulator You Want to Be the Active Accumulator:

1. Position the cursor anywhere in an open document.
2. Press the **MATH key** to tell ForeWord you want to use the Math Package.
3. Press a **NUMBER key** (either 1, 2, or 3) to tell ForeWord the number of the Accumulator you want to be the active Accumulator.
This will stay the active Accumulator until you specify differently.

To Have ForeWord Display the Total Value of an Active Accumulator:

1. Type the document which contains the numbers you want to add.
2. Press the **MATH key** then the **NUMBER 1, 2, or 3 key** to specify the active Accumulator.
3. Position the cursor on the place where the decimal point should be in the total.
4. Press the **MATH key** to tell ForeWord you want to use the Math Package.
5. Press the **LETTER T key** (either upper- or lowercase) to tell ForeWord to display the total value of the active Accumulator on the screen.

NOTE: ForeWord will display the total of an Accumulator *only* in those areas of the screen which are occupied with *nulls* or *spaces*. The area where you place the total *cannot* be occupied by characters or numbers. If it is, you should use the **DELETE (DEL) key** to replace the area with nulls. Then you can have ForeWord enter the total in that position.

To Clear the Accumulator to 0 (Zero):

1. Press the **MATH key** then a **NUMBER key** (either 1, 2, or 3) to specify the active Accumulator.
2. Position the cursor anywhere in the open document.
3. Press the **MATH key** to tell ForeWord you want to use the Math Package.
4. Press the **LETTER C key** to tell ForeWord to *clear* the Accumulator to 0 (zero).

To Clear an Accumulator and Place a New Number in It:

1. Open the document that contains the numbers you want to work with.
2. Position the cursor on the number you will place in the Accumulator.
3. Press the **MATH key** to tell ForeWord you want to use the Math Package.
4. Press the **LETTER P key** (either upper- or lowercase) to tell ForeWord to clear the Accumulator and place the number under the cursor into the Accumulator.

To Verify That the Number Under the Cursor Equals the Value in the Active Accumulator:

1. Press the **MATH key** and then a **NUMBER key** (either 1, 2, or 3) to specify the active Accumulator.
2. Position the cursor on the number you want to verify.
3. Press the **MATH key** to tell ForeWord to use the Math Package.
4. Press the **LETTER V key** (either upper- or lowercase) to tell ForeWord to verify the number under the cursor with the value of the active Accumulator.
 - If the number under the cursor equals the value in the active Accumulator, nothing happens.
 - If the number under the cursor does not equal the value in the active Accumulator, ForeWord sounds a beep.

Broadcasting Messages

To Send an Immediate Message:	
1.	Start from the FOREWORD IDLE SCREEN.
2.	Press the COMMAND key to go to the COMMAND MENU SCREEN.
3.	Position the cursor on the command, BROADCAST .
4.	Press the COMMAND key to go to the BROADCAST SELECTION SCREEN.
5.	Type the letter M (either upper- or lowercase) in the command area, send MESSAGE or NOTICE? to tell ForeWord you want to send a message.
6.	Press the COMMAND key to go to the BROADCAST MESSAGE SCREEN.
7.	Type the number of an individual terminal or the name of a terminal group in the command area, send MESSAGE to . This tells ForeWord to which terminal(s) you want the message sent.
8.	Type the letter y (yes) in the command area, Immediate? This tells ForeWord you want to send an immediate message.
9.	Press the TAB key to position the cursor at the beginning of the area between the two lines of asterisks (*).
10.	Type the text of the message in the area between the two lines of asterisks (*). • The message can be up to six lines in length. • There is no line wraparound and the INSERT (INS) and DELETE (DEL) keys don't work on the BROADCAST SCREENS.
11.	Press the COMMAND key to send the message.
12.	If you want to send another message without leaving the BROADCAST SCREEN, press the CODE key then the COMMAND key to clear the message text area.
13.	Repeat Steps 7-11.
14.	To send more messages repeat Steps 12 and 13 as often as necessary.
15.	Press the RESET key to return to the FOREWORD IDLE SCREEN when you finish sending messages.

To Send a Non-immediate Message:
1. Start from the FOREWORD IDLE SCREEN.
2. Press the COMMAND key to go to the COMMAND MENU SCREEN.
3. Position the cursor on the command, BROADCAST .
4. Press the COMMAND key to go to the BROADCAST SELECTION SCREEN.
5. Type the letter M (either upper- or lowercase) in the command area, send MESSAGE or NOTICE? to tell ForeWord you want to send a message.
6. Press the COMMAND key to go to the BROADCAST MESSAGE SCREEN.
7. Type the name of an individual terminal or the name of a terminal group in the command area, send MESSAGE to . This tells ForeWord to which terminal(s) you want the message sent.
8. Type the letter n (no) in the command area, Immediate? , to tell ForeWord you want to send a non-immediate message.
9. Press the TAB key to place the cursor at the beginning of the area between the two lines of asterisks (*).
10. Type the text of the message in the area between the asterisks (*). • The text can be up to six lines long. • There is no line wraparound and the INSERT (INS) and DELETE (DEL) keys don't work on the BROADCAST SCREENS.
11. Press the COMMAND key to send the message.
12. To send another message without leaving the BROADCAST SCREEN, press the CODE key then the COMMAND key to clear the message text area.
13. Repeat Steps 7-11.
14. To send more messages, repeat Steps 12 and 13 as often as necessary.
15. Press the RESET key to return to the FOREWORD IDLE SCREEN when you finish sending messages.

To Inspect Non-immediate Messages:
1. Start from the FOREWORD IDLE SCREEN.
2. Press the COMMAND key to go to the COMMAND MENU SCREEN.
3. Position the cursor on the command, INSPECT .
4. Press the COMMAND key to go to the INSPECT SCREEN.
5. Press the COMMAND key to look at following messages.
6. Press the CODE key then the COMMAND key to look at previous messages.
7. To delete the message currently displayed on the screen, type the letter y (yes) in the command area, DELETE? .
8. To return to the FOREWORD IDLE SCREEN, press the RESET key.

To Send a Notice:
1. Start from the FOREWORD IDLE SCREEN.
2. Press the COMMAND key to go to the COMMAND MENU SCREEN.
3. Position the cursor on the command, BROADCAST .
4. Press the COMMAND key to go to the BROADCAST SELECTION SCREEN.
5. Type the letter N (either upper- or lowercase) in the command area, send MESSAGE or NOTICE? . This tells ForeWord you want to send a notice.
6. Press the COMMAND key to go to the BROADCAST NOTICE SCREEN.
7. Type the text of the notice in the area between the two lines of asterisks (*). • The notice can be up to eight lines long. • There is no line wraparound and the INSERT (INS) and DELETE (DEL) keys don't work on the BROADCAST SCREENS.
8. Press the COMMAND key to send the notice.
9. To send more notices, repeat Steps 1-8 as often as necessary.
10. Press the RESET key to return to the FOREWORD IDLE SCREEN.

To Show Groups:
1. Start from the FOREWORD IDLE SCREEN.
2. Press the COMMAND key to go to the COMMAND MENU SCREEN.
3. Position the cursor on the command, TERMINAL .
4. Press the COMMAND key to go to the TERMINAL GROUPING SCREEN.
5. Type the letter S (either upper- or lowercase) in the command area, Select Function . This tells ForeWord you want it to show a group. OR Type the letter A (either upper- or lowercase) in the command area, Select Function . This tells ForeWord you want it to show <i>all</i> groups.
6. Press the COMMAND key to go to the SHOW GROUP(S) SCREEN.
7. Press the RESET key to return to the TERMINAL GROUPING SCREEN.
8. You can now choose another function or return to the FOREWORD IDLE SCREEN. (Press the RESET key again to return to the FOREWORD IDLE SCREEN.)

To Create a Group:
1. Start from the FOREWORD IDLE SCREEN.
2. Press the COMMAND key to go to the COMMAND MENU SCREEN.
3. Position the cursor on the command, TERMINAL .
4. Press the COMMAND key to go to the TERMINAL GROUPING SCREEN.
5. Type the letter C (either upper- or lowercase) in the command area, Select Function . This tells ForeWord you want to create a group.
6. If this function (Create GROUP) is password protected on your system, then do the following: • Press the PASSWORD (PASSW) key. • Type the six-character password.
7. Press the COMMAND key to go to the CREATE A GROUP SCREEN.
8. Type a three-character group name in the command area, Create GROUP . This will be the name of the new group you create.
9. Type the numbers of the terminals you want in the group in the command area, to include terminal numbers .
10. Press the COMMAND key to create the group. (ForeWord returns you to the TERMINAL GROUPING SCREEN.)
11. You can choose another function or return to the FOREWORD IDLE SCREEN. (To return to the FOREWORD IDLE SCREEN, press the RESET key .)

To Rename a Group:
1. Start from the FOREWORD IDLE SCREEN.
2. Press the COMMAND key to go to the COMMAND MENU SCREEN.
3. Position the cursor on the command, TERMINAL .
4. Press the COMMAND key to go to the TERMINAL GROUPING SCREEN.
5. Type the letter R (either upper- or lowercase) in the command area, Select Function . This tells ForeWord you want to rename a group.
6. If this function (Rename GROUP) is password protected on your system, then do the following: • Press the PASSWORD (PASSW) key. • Type the six-character password.
7. Press the COMMAND key to go to the RENAME A GROUP SCREEN.
8. Type the <i>current</i> group name of the group you want to rename in the command area, Rename GROUP .
9. Type the <i>new</i> three-character name in the command area, as . This will be the new name for the old group.
10. You can either have the group renamed, or you can change your mind and <i>not</i> rename the group. • To rename the group, press the COMMAND key. • To <i>not</i> rename the group, press the RESET key.
11. ForeWord returns you to the TERMINAL GROUPING SCREEN.
12. You can choose another function or return to the FOREWORD IDLE SCREEN. (To return to the FOREWORD IDLE SCREEN, press the RESET key.)

To Delete a Group:
1. Start from the FOREWORD IDLE SCREEN.
2. Press the COMMAND key to go to the COMMAND MENU SCREEN.
3. Position the cursor on the command, TERMINAL .
4. Press the COMMAND key to go to the TERMINAL GROUPING SCREEN.
5. Type the letter D (either upper- or lowercase) in the command area, Select Function . This tells ForeWord you want to delete a group.
6. If this function (Delete GROUP) is password protected on your system, then do the following: • Press the PASSWORD (PASSW) key. • Type the six-character password.
7. Press the COMMAND key to go to the DELETE A GROUP SCREEN.
8. Type the three-character name of the group you want to delete in the command area, Delete GROUP . ForeWord will display the number of each terminal in the group.
9. You can either delete the group or change your mind and <i>not</i> delete the group. • To delete the group, press the COMMAND key. • To <i>not</i> delete the group, press the RESET key.
10. ForeWord returns you to the TERMINAL GROUPING SCREEN.
11. You can choose another function or return to the FOREWORD IDLE SCREEN. (To return to the FOREWORD IDLE SCREEN, press the RESET key .)

Communicating Documents

To Send a Document to a Remote Location:
1. Start either from a document or from the FOREWORD IDLE SCREEN.
2. Press the COMMAND key to go to the COMMAND MENU SCREEN.
3. Position the cursor on the command, TRANSMIT (TRANSMIT a document to a remote location).
4. Press the COMMAND key to go to the TRANSMIT SCREEN.
5. In the command area, Transmit local document , type the name of the document you want to send. If the name is less than six characters long, press the TAB key to move the cursor to the next command area.
6. If necessary, type in the text area in which the document is located.
7. If necessary, type in the drive number on which the disc is located.
8. In the command area, to remote document , choose one of the following: • To use a different name for the remote document than you used for your local document, type the name which you wish to give the document in its remote location. • To use the same name for both documents, leave the command area blank. • To have the document printed at the remote location, type the word PRINT (ForeWord will place the document into the correct print queue at the remote location.) • To have the document sent as a message (instead of a document) type the word, COMLOG. (ForeWord will place your message into the "Communication Log" at the remote location.)
9. In the command area, at location , type the name of the location.
10. Change the priority number if you need to.
11. Press the COMMAND key to transmit the document.
12. Repeat Steps 4-10 if you wish to transmit another document.
13. Press the RESET key to exit from the TRANSMIT SCREEN.

To Start a Communication to a Remote Location:	
1.	Start from either a document or the FOREWORD IDLE SCREEN.
2.	Press the COMMAND key to go to the COMMAND MENU SCREEN.
3.	Position the cursor on the command, START (START a communication with a remote location).
4.	Press the COMMAND key to go to the START SCREEN.
5.	In the command area, Start communication with location , type the name of the location with which you want to communicate. If the name is less than six characters long, press the TAB key to move the cursor to the next command area.
6.	In the command area, using configuration , you can either use the default or select another configuration. (Usually you use the default configuration.) - To use the default configuration, leave this command area blank. (Normally you will leave it blank.) ForeWord will automatically select the correct configuration for the location named in the first command area. - To use a different configuration, type the name of the configuration you wish to use in this command area.
7.	In the command area, Place received documents in text area , type the name of the text area you want to use.
8.	In the command area, on drive # , type in the number of the drive you want to use.
9.	If you want to close the communication line after you have used it, type n (no) in the command area, Hold line open when transmission is finished?
10.	If you want communications printed as they come in, type the number of the printer and queue that you want to use in the command area, Use printer # and queue # . If you leave the area, queue # , blank, ForeWord will store each incoming communication under the name PRNT** . (ForeWord will randomly choose different letters for each new communication.)
11.	If you want to store the communications in a queue until they can be processed, type the number of the queue you want to use in the command area, Run in background using queue # .
12.	If you want to, change the priority number.
13.	Press the COMMAND key to set up the new configuration. ForeWord will bring the COMMUNICATION STATUS SCREEN to your terminal.

To Request a Document from a Remote Location:
1. Start either from the FOREWORD IDLE SCREEN or from a document.
2. Press the COMMAND key to go to the COMMAND MENU SCREEN.
3. Position the cursor on the command, REQUEST (REQUEST a document from a remote location).
4. Press the COMMAND key to go to the REQUEST SCREEN.
5. In the command area, Request remote document , type the name of the document you want. If the name is less than six characters long, press the TAB key to move the cursor to the next command area.
6. Type the text area in which the document is located.
7. Type the drive number on which the disc is located.
8. In the command area, from location , type the code name of the remote location.
9. In the command area, to local document , choose one of the following: • To use a different name for the document when it arrives, type in the name you want to use. • To use the same name for the document, leave this command area blank. ForeWord will automatically fill in the same name for the document which was used at the remote location. • To have the requested document placed in a print queue, type the word PRINT.
10. If necessary, type the name of the text area you want to use for the requested document.
11. If necessary, type the number of the disc drive you want to use for the requested document.
12. If you want to, change the priority number.
13. Press the COMMAND key to transmit the request.
14. To request another document, repeat Steps 4-11.
15. Press the RESET key to exit from the REQUEST SCREEN.

To Cancel a Transmit or Request Command That Is in a Queue:
1. Go to the CANCEL SCREEN.
2. In the command area, cancel jobs in queue . . . , type the number 0 (zero).
3. Press the COMMAND key to go to the Communications Queue.
4. Position the cursor over the entry which you want to cancel.
5. Press the COMMAND key to remove the entry. The updated queue will be shown on your screen.
6. Repeat Steps 4 and 5 for each entry you want to cancel.
7. Press the RESET key to return to the FOREWORD IDLE SCREEN.

To Display the Communications Queue:
1. Go to the DISPLAY SCREEN.
2. In the command area, Display queue number , type the number 0 (zero).
3. Press the COMMAND key to display the communications queue.
4. Press the RESET key to return to the FOREWORD IDLE SCREEN.

To Display the Communication Status (for Background Communications):
1. Start from the FOREWORD IDLE SCREEN.
2. Type the word, MONITOR .
3. Press the COMMAND key to go to the MONITOR SCREEN.
4. Press the COMMAND key to display the COMMUNICATION STATUS SCREEN.
5. Press the RESET key to return to the FOREWORD IDLE SCREEN.

Graphics Interface

To place a graph in a ForeWord document:
1. Start from an open document.
2. Position the cursor at the left margin of a blank line where the graph is to begin.
3. If there is not a paragraph mark on the line, press the PARAGRAPH (PARA) key to create a paragraph mark.
4. Press the CONTROL (CTRL) + LETTER G keys .
5. The FOREWORD GRAPHICS MENU appears. Be sure to type: • The name of the graph (up to nine characters). • The six-character graph password (if any). • The graph-area name (up to six characters). • The drive number (default is 00). • The height of the graph: S, M, L. • The left margin setting. • The right margin setting.
6. Press the COMMAND key to process a graph-request line. The graph-request line appears on the line where the graph is to begin. When you print the document, the graph prints according to your instructions in the FOREWORD GRAPHICS MENU.

To change a graph in a ForeWord document:
1. Start from an open document.
2. Position the cursor at the left margin on the line containing the graph-request line.
3. Press the CONTROL (CTRL) + LETTER G keys .
4. The FOREWORD GRAPHICS MENU appears. Enter your changes as you type the following: • The name of the graph (up to nine characters). • The six-character graph password (if any). • The graph-area name (up to six characters). • The drive number (default is 00). • The height of the graph: S, M, L. • The left margin setting. • The right margin setting.
5. Press the COMMAND key to reprocess the graph-request line. The graph-request line appears on the line where the graph is to begin. When you print the document, the graph is printed according to your instructions in the FOREWORD GRAPHICS MENU.

